# Intragovernmental Disburser Module User Guide

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# Chapter 1 - About the Intragovernmental Disburser User Guide

G-Invoicing is a web-based application created to efficiently manage Intragovernmental (Intragov) buy/sell transactions between two federal agencies, from the agreement of the General Terms & Conditions (GT&Cs), to the Intragovernmental Payment and Collection (IPAC) system payment notification. The United States Department of the Treasury's Bureau of the Fiscal Service offers G-Invoicing at no charge to all Federal agencies. The United States Department of the Treasury provides central payment services to Federal Program Agencies by operating the federal government's collections and deposit systems, providing government-wide accounting and reporting services, and managing the collection of delinquent debt owed to the government.

Users will access G-Invoicing through a secure web-based portal, which has been certified to conform to Federal security standards.The G-Invoicing Intragov Disburser module is a fully integrated, electronic application, which supports the buy/sell standard business process between two federal agencies: the Requesting and Servicing Agencies.

- A Requesting Agency initiates a trading relationship, by adding a Servicing Agency as a trading partner. Acting as a buyer, the requesting agency creates and approves Interagency Agreement (IAA) GT&C's, create orders, may reject or approve seller-generated invoices, and initiates IPAC payment requests.
- A Servicing Agency acts as a seller and can create and approve IAA (GT&C) agreements, approve orders, create and approve invoices (if Workflow is enabled), and initiate IPAC requests..

G-Invoicing manages Intragov transactions to establish trading partners, implement the IAA standard business process, create orders, manage invoicing, and interface with IPAC.

An IAA is a written agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods to be furnished or tasks to be accomplished by one agency (the Servicing Agency) in support of the other agency (the Requesting Agency). The standard Interagency Agreement (IAA) form is comprised of two sections, the GT&C Section IAA-7600A and Order Requirements and Funding Information (Order) Section IAA-7600B. It is the standard form to be used Government wide for all reimbursable agreements at the Buy/Sell level, including, but not limited to: agreements between agencies, agreements within agencies, grant-related agreements, and assisted acquisitions.

The IPAC system facilitates the transfer of funds for reimbursable activity between federal agencies, and allows all cash in transit to remain inside the government's Fund Balance with Treasury. IPAC's primary role is to provide a standardized mechanism for fund transfers, while allowing agencies to share descriptive data with one another. IPAC continues to manage the settlement of funds and store historical transaction data. All non reimbursable activity and fund transfers not related to Buy/Sell activity should be processed through the Centralized Accounting Reporting System (CARS) CTA module, and not within G-Invoicing/IPAC.About this Guide

The G-Invoicing Intragovernmental (Intragov) Disburser User Guide explains how to access and use the Intragov Disburser module to create partnerships between agencies so they may effectively manage the approval of their GT&C agreements, orders, invoices, and payments.

# Audience

This guide is for an administrative unit of the U.S. Government or agency using G-Invoicing to process buy/sell transactions between government agencies. A user is any individual authorized to access, view information, and act upon it within a G-Invoicing module based on his/her roles and permissions.

# Related Documentation

- Refer to the following documentation for further assistance:Intragov Disburser Module Online Help- Available from the Help link at the top of each page

For additional assistance, please contact Treasury Support Center at (877) 440-9476

# Using Online Help

To access context-sensitive online help for each page of the Intragov Disburser module click the **Help** link at the top of each page.

The Help topic that opens describes the Intragov Disburser module page you are viewing. Help Topics contain links to access procedures and concept information.

# Contacting Customer Support

For technical support, contact your Agency Implementation Team Lead. Information regarding the G-Invoicing program can be found at:
https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

Email: GInvoicing@stls.frb.org

Phone: (877)-440-9476

# Chapter 2 - Intragov Disburser Module Overview

# Logging In For the First Time

A Disburser Administrator is a key agency individual granted access to the Disburser Administration module, who is responsible for creating and configuring the agency's respective users within G-Invoicing. The Disburser Administrator's duties include: establishing new users, adding and assigning roles with the corresponding permissions to each user, configuring transaction workflow (if the agency chooses to use invoice approvals), and configuring the general setup of the Intragov Disburser module.

Once the Disburser Administrator creates your new user account, you receive two system generated e-mails from G-Invoicing notifying you of your access to the G-Invoicing Intragov Disburser module. The first email contains your G-Invoicing User ID. The second (which you will receive up to 24 hours after receiving your User ID) contains your temporary password.

It is important to log into G-Invoicing within the first 90 days of receiving your User ID and password. After 90 days of inactivity your password will become invalid.

## How to Log In for the First Time

1. Type the following in your browser: **https://www.igt.fiscal.treasury.gov**
2. The G-Invoicing Intragov Disburser log in page displays.
3. In the UserID box, type the User ID you received via email.
4. In the Password box, type the temporary password you received via email.
5. Click Submit.
6. On the Password Change page:
   - Type your temporary password in the **Password** field.
   - In the **New Password** field, create a new password using the password requirements on the screen.
      - Retype your new password in the **Confirm New Password** field.
7. Click **Continue**. (Click Log in to Complete User Requirements on the Redirect Notification page.)
8. Do the following:
9. On the Treasury External User Rules of Behavior page, click **Accept**.
10. Complete your **Secondary Authentication Questions** and **Shared Secret**..
11. Click Next to log in with your new credentials.

## How to Request a Forgotten User ID

1. From the G-Invoicing Intragov Disburser login page, click the link next to **Forgot your User ID**. The Treasury Self Service page appears.
2. Type the letters or numbers that appear in the image. If you have difficulty reading the words, click **New Image**. (Alternatively, you can complete an Audio Test.)
3. Click **Next**.
4. On the G-Invoicing Self Service page, type the **Email Address** associated with your G-Invoicing User ID.
5. Click **Next**.
6. On the Confirmation page, click **Finish**. G-Invoicing sends you an email with your User ID, if your account exists in G-Invoicing.

### How to Request a Forgotten Password

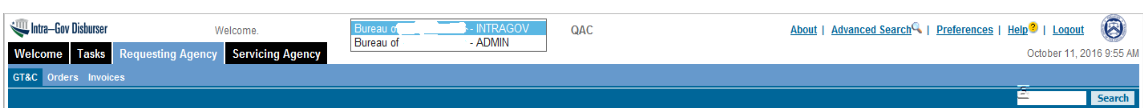
1. From the G-Invoicing Intragov Disburser login page, click the link next to **Forgot your Password**. The Treasury Self Service page appears.
2. Type the letters or numbers that appear in the image. If you have difficulty reading the words, click **New Image**. (Alternatively, you can complete an Audio Test.). Click **Next**.
3. Type your G-Invoicing **User ID** in the text box and click **Next**.
4. On the Confirmation page, click **Finish**.
5. Look for an email from G-Invoicing with instructions on resetting your password. When you receive it, click the link in the email notification. **Important**: The link expires 24 hours after creation.
6. When the Password Reset Self Service page appears, type the letters or numbers in the image and click **Next**.
7. Type your **User ID** and click **Next**.
8. Do the following:
    - Type a new password in the **New Password** box using the password requirements displayed on the page.
    - In the **Confirm Password** box, retype your new password.
    - Click **Next**.
9. On the Password Confirmation page, click **Finish**.

# Using G-Invoicing Multiple Account Access

G-Invoicing provides the ability for a single Intragov Disburser user associated with multiple agencies to access the accounts in a single session using the same User ID and password without signing out of G-Invoicing. An account is the agency's instance of the Intragov Disburser and Disburser Administration module.

***Note**: You can only have access to one Disburser Administration module account.*

To access a different account in a single user session, select the account from the list box in the Intragov Disburser module banner. The Account Selection list box displays the agency user's associated accounts. When the user has completed his activities with one account, the user can selects another account and G-Invoicing displays the selected account's Welcome page.




*Intragov Disburser module Welcome Page with Account Selection list box*

# About the Home Page

The Intragov Disburser Welcome Page provides a snap shot of information that is of most interest to agencies such as:

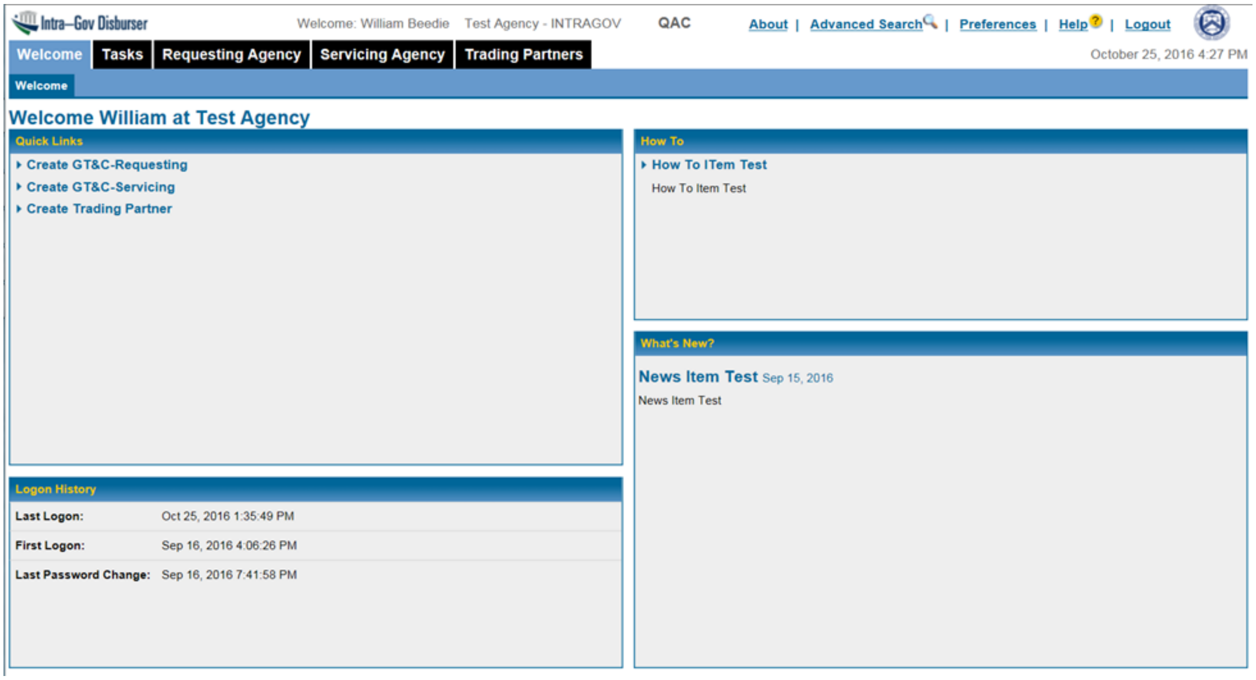
**Quick Links** –Links to areas of the Intragov Disburser module where you can perform activities

**Logon History** – Your history from the first log on to the most recent log on

**How To** –Links to Release Notes and User Guides

**What's New?** –Information about the latest release

***Note**: The Quick Links that appear on the Welcome page are dependent on the roles and permissions assigned by the Disburser Administrator.*




*Intragov Disburser module Welcome page*

## Using Quick Links

The Quick Links panel on the Welcome page provides access to the most frequently used Intragov Disburser module options.

| Quick Links | Description |
|---|---|
| Create GT&C - Requesting | Use to create General Terms and Conditions (GT&C) agreements where your agency is the agency purchasing goods or services |
| Create GT&C - Servicing | Use to create General Terms and Conditions (GT&C) agreements where your agency is the agency furnishing goods or services |
| Create Trading Partner | Use to create an association between your agency and another agency set up to use the G-Invoicing Intragov module. You must create a trading partnership prior to creating GT&C agreements. |

# About Tab Navigation

The G-Invoicing Intragov Disburser module supports tab navigation to the following functional areas, depending on your roles and permissions.

- Tasks tab – Access to G-Invoicing Workflow feature, if enabled for your agency. The Workflow feature allows you to approve or reject invoices assigned to you by means of a process flow configuration.
- Requesting Agency tab – Access to GT&Cs, orders, and invoices
- Servicing Agency tab – Access GT&Cs, orders, and invoices

- Trading Partners tab – Access to the Trading Partner Directory and trading partnerships.

# About Link Navigation

Use the links at the top right section of the page to access the following:

- **About**– Provides the current application release version.
- **Advanced Search** – Advanced search page allows disburser users to search for GT&C's, Orders, and Invoices.
- **Preferences** – Users can set their Display and Regional preferences.
- **Help** – Guidance referencing the current page topic.
- **Logout** – Terminate your session within G-Invoicing. To complete disconnection from the G-Invoicing application, click "Logoff" on the second logout page..

# Working with Searches

The Intragov Disburser module provides two general search features. Search results display based on your roles and permissions.

- **Advanced Search** is always available from the banner of the G-Invoicing Intragov Disburser module. Use to enter various search criteria.
- **Quick Search** is available on the Requesting Agency and Servicing Agency tabs. Use to search by document number.

In addition, from the summary pages, you can browse by letter and filter by date range.

## How to Use Quick Search

Use the **Quick Search** box to input a GT&C, order, or invoice number to locate an individual document. You can also enter a wildcard %, if the exact document number is unknown.

***Note:*** *Do not include the decimal or modification number in the search box for Orders and GT&C Agreements when entering a specific number.*

## How to Use Advanced Search

Use the Advanced Search link to locate invoices, orders, and GT&C agreements. You can search as either the Requesting Agency or Servicing Agency and set date, amount, and status parameters. Additionally, you can export the search results to a spreadsheet and save it to your computer.

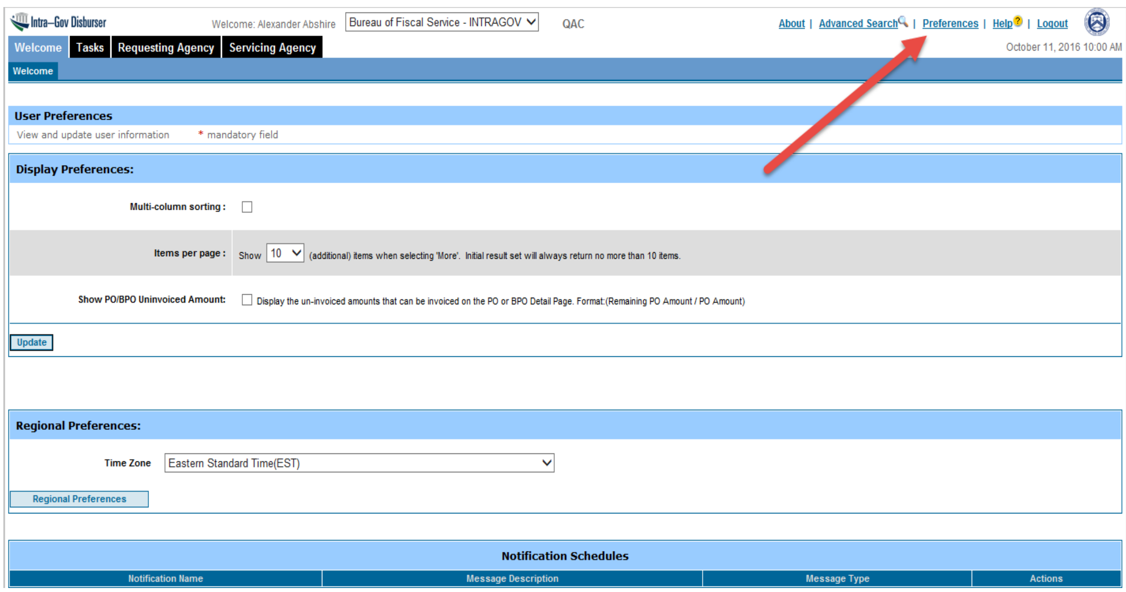
See the following topics for additional information:


- *Searching for GT&Cs* on page 40
- *Searching for Orders* on page 51
- *Searching for Invoices* on page 87


# Setting Your Preferences

Use Preferences to configure any of the following information in the G-Invoicing Intragov Disburser module.

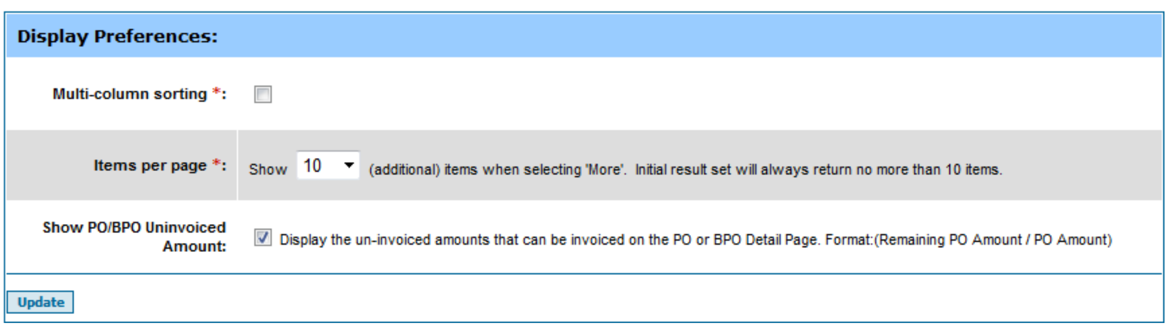
- **Display Preferences** – Allows you to configure the page display and sorting method within the module.
- **Regional Preferences** – Allows you to set time zone.
- **Notification Schedules** – Provides a list of messages that G-Invoicing sends to subscribed Disburser users to remind users of a required task or activity within G-Invoicing. The agency's Disburser Administrator determines the messages that you receive based on your permissions. In addition, if your agency enables Workflow, G-Invoicing automatically assigns you a default notification containing Workflow Routing Action notification.




*User Preferences*

## How to Set Your Display Preferences

1. From any page, click the **Preferences** link in the upper right corner of the application page. The Display Preferences page appears.




2. Use the information in the following table to set Display Preferences.

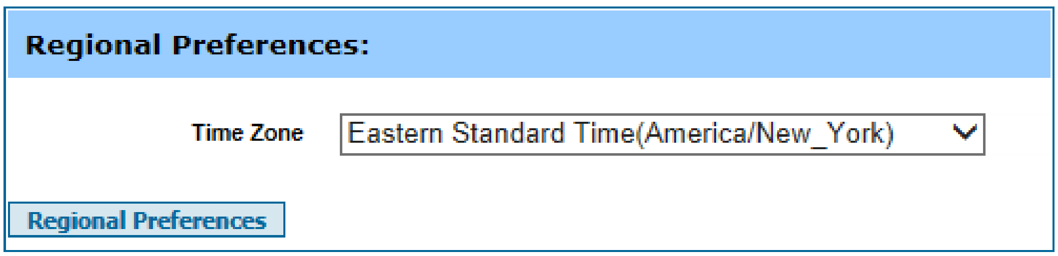
| Field Name | Description |
| --- | --- |
| Multi-column sorting | Select to allow multiple columns sorting in G-Invoicing tables. |

| Field Name | Description |
|---|---|
| Items per page: | Select the number of items to display on a summary page:<br>• 10<br>• 25<br>• 50<br>• 100 |
| Show PO/BPO Uninvoiced Amount: | Not currently used in G-Invoicing. |

3. Click **Update**.

## How to Set Your Regional Preference

1. From any page, click the **Preferences** link in the upper right corner of the application page.



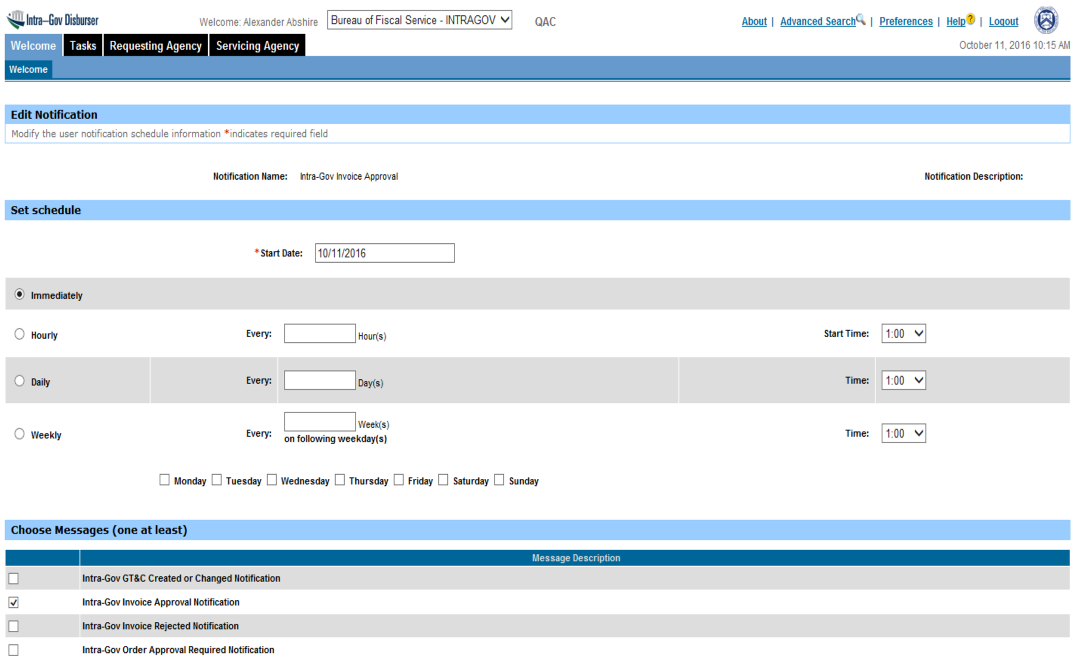

2. From the **Time Zone** list, select the time zone you want to use for notifications and the date and time stamp that appears on the invoices audit trail.

   The time zone list starts with the four standard United States time zones (Eastern Standard Time, Central Standard Time, Mountain Standard Time, and Pacific Standard Time) and then additional time zones in alphabetical order. To ensure your selection adjusts for daylight time, select a time zone along with a region. For example, select Eastern Standard Time (America/New_York).

3. Click **Regional Preferences** to save the Time Zone and Currency Preferences.

## How to Set the Notification Schedule

1. From any page, click the **Preferences** link in the upper right corner of the application page. The Notification Schedule section of the page displays a list of notifications assigned to you.
2. Click the notification name or click **Edit** to open the Notification page. The Edit Notification page shows the notifications assigned to you. You can change the time when you receive messages.
3. In the **Schedule** section, select the desired schedule options.




4. Click **Submit**.

# Receiving Email Notifications

The agency's Disburser Administrator determines the messages you receive based on your roles and permissions. The Disburser Administrator can add or delete your notification subscriptions. In addition, both you and the Disburser Administrator can set the notification delivery. To receive a notification not currently assigned to you or to remove notifications assigned to you, contact your Disburser Administrator.

***Note**: G-Invoicing sends notifications to the email address associated with your User ID. G-Invoicing does not send notifications to multiple emails or group email boxes.*

If your agency enables the Workflow feature, G-Invoicing automatically assigns the Intragov Invoice Activity default notification to you. The Intragov Invoice Activity default notification includes the Invoice Approval Notification, which generates and delivers a message when an invoice assigned to you requires action."

| Notification Name | Description |
|---|---|
| Intragov GT&C Created or Changed Notification | G-Invoicing sends this notification to either the subscribed Requesting Agency or Servicing Agency user when a GT&C agreement creation or modification occurs by either agency. |
| Intragov Invoice Approval Notification | G-Invoicing sends this notification when Workflow assigns you as the Requesting Agency user an invoice to approve. |
| Intragov Invoice Rejected Notification | G-Invoicing sends this notification to the subscribed Servicing Agency user when the Requesting Agency rejects an invoice. |

| Notification Name | Description |
|---|---|
| Intragov Order Approval Required Notification | G-Invoicing sends this notification to the subscribed Requesting Agency users (Pending Requesting Agency Approval) or Servicing Agency users (Pending Servicing Agency Approval) notifying them that an order requires approval from both the Funding Official and Program Official. |
| Intragov Order Created or Changed Notification | G-Invoicing send this notification to subscribed Requesting Agency users and Servicing Agency users when an order creation or modification occurs by the Requesting Agency. |
| IPAC Request Exceptions – Agency is the Seller | G-Invoicing sends this notification to subscribed Servicing Agency users when an IPAC request record is in exception and the invoice requires a resolution. |

# Chapter 3 - Trading Partnerships

# Establishing Trading Partnerships

The Requesting Agency and Servicing Agency must establish a trading-partner relationship to create or view G-Invoicing Intragov transactions. When an agency creates a trading partner, either agency can then initiate a GT&C as the buyer or seller depending on the line of business.

A trading partner is an agency, department, or Federal entity that is performing Intragovernmental, reimbursable business transactions with another agency, department, or Federal agency.

The agency that is purchasing goods or services, or the ***Requesting Agency***, initiates the trading partnership with another agency who furnishes the goods or services, or the ***Servicing Agency***. The trading partnership initiators are thus the requesting agency in the trading pair by definition.

# Positions in Trading Partnerships

The position of each agency in the trading partnership is important because it determines the actions each respective agency can perform. If one agency initiates a trading partnership by adding a trading partner, that agency acts as the Requesting Agency in the Intragov transaction. The agencies can switch and configure a mirror image partnership to allow trade in the other direction.

The information in the following table describes the actions for each position in the partnership:

| Agency Position | Actions |
|---|---|
| Requesting Agency | • GT&Cs : Create and approve, add attachments, modify, revert, delete, reject, or close<br>• Orders: Create, approve, add attachments, delete, modify, or revert<br>• Invoices:<br>  ○ Approve an invoice initiated by the seller, which initiates a bulk file submission to IPAC<br>  ○ Reject invoices initiated by the seller.<br>  ○ Reassign invoices for approval (if Workflow is enabled) |
| Servicing Agency | • GT&Cs : Create and approve, add attachments, modify, revert, delete, reject, or close<br>• Orders: Approve or reject orders initiated by the buyer.<br>• Invoices: Create, modify, and resubmit rejected invoices |

# Creating Trading Partnership

Setting up a trading partner relationship is a multi-step process. To have access to this function, you must have the Intragov Trading Partner Management permission. For more information on this permission, see the G-Invoicing Disburser Administration User Guide for Intragov.

**Step 1**: Requesting Agency contacts the Servicing Agency to verify that the Servicing Agency has an G-Invoicing Intragov Disburser account.

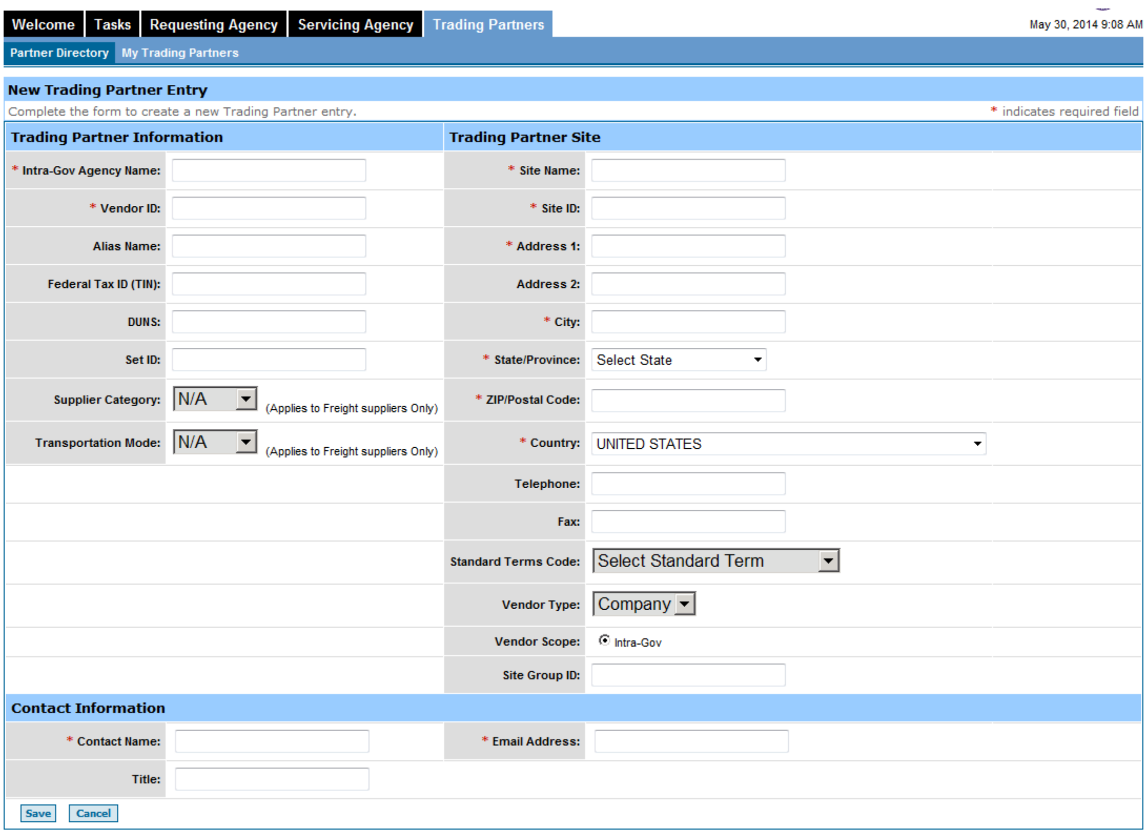
**Step 2**: Using G-Invoicing's New Trading Partner Entry option, the Requesting Agency completes the agency information page based on the information collected from the Servicing Agency.

**Step 3**: The Requesting Agency uses G-Invoicing's Match Manual option to establish a trading partnership with the Servicing Agency. All Agency Location Codes (ALCs) owned by the Requesting Agency can be trading partners for all ALCs owned by the Servicing Agency. (An ALC is a unique identifier created by the government, but used by G-Invoicing as a specific agency identifier in the partnership.)

**Step 4**: Once the relationship is established, the Requesting Agency and Servicing Agency can participate in G-Invoicing Intragov transactions by creating GT&Cs , orders, and invoices.

# How to Create a Trading Partner

1. From the **Trading Partners** tab, click the **Partner Directory** sub-tab.
2. Click **Create Trading Partner** to open the New Trading Partners Entry page.




3. Complete the Trading Partner fields:
   - In **Intragov Agency Name** (Required), enter the agency name of the Servicing Agency.
   - In **Vendor ID** (Required), enter an identification number for the Servicing Agency used in your agency's accounting system. Requesting Agencies use this code in the Order Upload and Servicing Agencies use this code in the Invoice Upload.
   - In the **Alias Name** field, optionally enter an alternate name for your trading partner, if any.
   - In **Federal Tax ID (TIN),** enter a tax identification number. Although this is a commercial vendor requirement, Intragov users must enter 10-digit value to represent a TIN.
   - In the **DUNS** field, enter the Data Universal Numbering Systems (DUNS) number developed and regulated by Dun & Bradstreet (D&B) assigned to the agency.
4. Skip the **Supplier Category** and **Transportation Mode** fields.

5. Complete the following Trading Partner Site fields:
    - In **Site Name** (Required), enter a descriptive name for the specific office you will be trading with.
    - In the **Site ID** (Required), enter an identifier to denote the office named in the Site Name. You will use this identifier later when uploading orders and invoices.
    - Enter the Servicing Agency's address information in the **Address 1**, **City**, **State/Province**, **ZIP/Postal Code** and **Country**.(Required).
    - In **Telephone**, enter the Servicing Agency's main contact phone number.
    - In **Fax**, enter the Servicing Agency's fax number, if any.
    - Leave **Site Group ID**, blank as G-Invoicing does not support this feature for Intragov functionality.
6. Skip the **Standard Term Code**, **Vendor Type** and **Vendor Scope**.
7. Complete the Contact Information section:
    - In **Contact Name** (Required), enter the name of your primary contact at the Servicing Agency.
    - In **Email Address** (Required), enter the email address of the primary Servicing Agency contact.
    - In **Title**, enter the job position of the Servicing Agency primary contact.
8. Click **Save**.

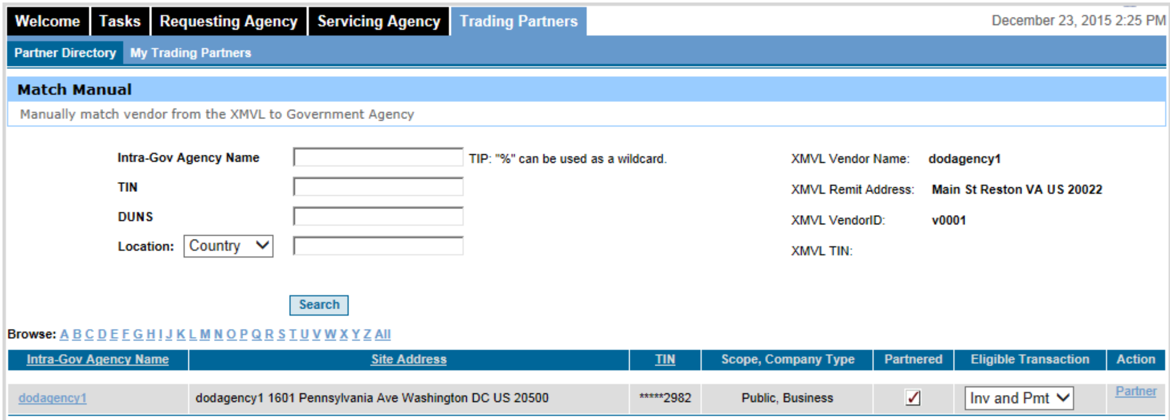
    G-Invoicing displays the Servicing Agency on the Trading Partners summary page.

# How to Establish a Trading Partner Relationship

1. From the **Trading Partners** tab, click the **Partner Directory** sub-tab.


2. To search for the Servicing Agency you want to establish a relationship with, do any of the following:
    - Click **All** or a specific letter from the **Browse** trading partner filter
    - Alternatively, type the agency name in the **Partner Name** search box and click **Search**.

    G-Invoicing retains your entered search criteria for the duration of the session.
3. Once you locate the agency, click the **Partner** link in the Actions column. G-Invoicing displays the Match Manual page.




4. From the Match Manual page, locate the agency you want to partner with and click the associated **Partner** link in the Action column.

   G-Invoicing displays the agency in the active Trading Partners list found within the Trading Partners tab and the Partner Directory sub-tab and displays a message indicating the successful creation of the partnership.

## How to De-Activate a Trading Partner

A Requesting Agency can deactivate a partnership if they are no longer actively trading with the Servicing Agency. The Requesting Agency can later re-activate the relationship.

1. From the **Trading Partners** tab, click the **Partners Directory** sub-tab.
2. To locate the Servicing Agency you want to deactivate the relationship with, do any of the following:
   - Click **All** or a specific letter from the **Browse** trading partner filter
   - Alternatively, if you know the name of the trading partner, type the Servicing Agency name in the **Partner Name** search box and click **Search**.
3. Once you locate the Servicing Agency, click the **De-Activate** link in the **Actions** column.

   G-Invoicing displays a message indicating the successful deactivation of the partnership and the Servicing Agencies status changes to inactive.

## How to Edit a Trading Partner

1. From the **Trading Partners** tab, click the **Partners Directory** sub-tab.
2. To locate the Servicing Agency you want to edit, do any of the following:
   - Clicking **All** or a specific letter from the **Browse** trading partner filter
   - Alternatively, if you know the name of the trading partner, type the Servicing Agency name in the **Partner Name** search box and click **Search**.
3. Once you locate the Servicing Agency, click the **Edit** link in the **Actions** column. G-Invoicing displays the Edit Entry page.
4. Make the desired changes.
5. Click **Save**. G-Invoicing displays a message indicating the successful save of the edits.

# Removing a Trading Partner Relationship

The Trading partnership can be removed once the Requesting Agency no longer needs to complete business with a Servicing Agency.

You can remove a trading partner who has an open GT&C or an open order with your agency. However, you cannot remove a trading partner if there has been an invoice created with your agency.

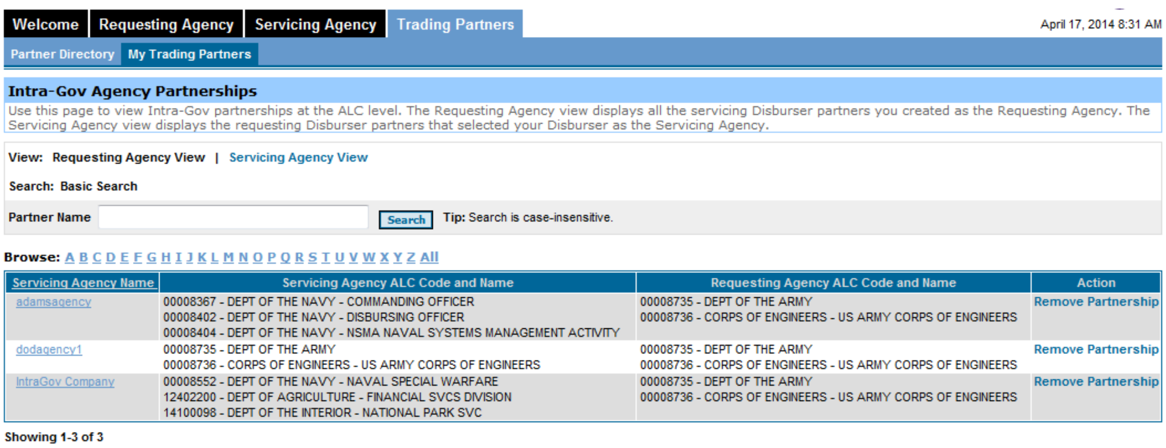
There are two parts to the removal process:

- **Removing the partnership** – Deletes all trading partner ALC combinations formed with the Requesting Agency values and the ALC values of the Servicing Agency.
- **Removing the partner record** – Deletes the partner record

## How to Remove a Trading Partnership

1. From the Trading Partners tab, click the **My Trading Partners** sub-tab.
2. From the **View** area links: click **Requesting Agency View**.
3. Search for the Servicing Agency by:
   - Clicking **All** or a specific letter from the **Browse** trading partner filter
   - Alternatively, if you know the name of the trading partner, type all or part of Servicing Agency name in the **Partner Name** search box and click **Search**.

   Use the % as a wildcard in the Partner Name search box.


Welcome | Requesting Agency | Servicing Agency | Trading Partners
April 17, 2014 8:31 AM
Partner Directory | My Trading Partners

Intra-Gov Agency Partnerships

Use this page to view Intra-Gov partnerships at the ALC level. The Requesting Agency view displays all the servicing Disburser partners you created as the Requesting Agency. The Servicing Agency view displays the requesting Disburser partners that selected your Disburser as the Servicing Agency.

View: Requesting Agency View | Servicing Agency View

Search: Basic Search

Partner Name [ ] Search Tip: Search is case-insensitive.

Browse: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

| Servicing Agency Name | Servicing Agency ALC Code and Name | Requesting Agency ALC Code and Name | Action |
|---|---|---|---|
| adamsagency | 00008367 - DEPT OF THE NAVY - COMMANDING OFFICER<br>00008402 - DEPT OF THE NAVY - DISBURSING OFFICER<br>00008404 - DEPT OF THE NAVY - NSMA NAVAL SYSTEMS MANAGEMENT ACTIVITY | 00008735 - DEPT OF THE ARMY<br>00008736 - CORPS OF ENGINEERS - US ARMY CORPS OF ENGINEERS | Remove Partnership |
| dodagency1 | 00008735 - DEPT OF THE ARMY<br>00008736 - CORPS OF ENGINEERS - US ARMY CORPS OF ENGINEERS | 00008735 - DEPT OF THE ARMY<br>00008736 - CORPS OF ENGINEERS - US ARMY CORPS OF ENGINEERS | Remove Partnership |
| IntraGov Company | 00008552 - DEPT OF THE NAVY - NAVAL SPECIAL WARFARE<br>12402200 - DEPT OF AGRICULTURE - FINANCIAL SVCS DIVISION<br>14100098 - DEPT OF THE INTERIOR - NATIONAL PARK SVC | 00008735 - DEPT OF THE ARMY<br>00008736 - CORPS OF ENGINEERS - US ARMY CORPS OF ENGINEERS | Remove Partnership |

Showing 1-3 of 3

4. Once you locate the Servicing Agency click the **Remove Partnership** link in the **Actions** column.

   The Remove Partnership confirmation page appears.
5. Click **Remove**.

   If you want to remove the trading partner record, continue to the next steps.

## How to Remove the Trading Partner Record

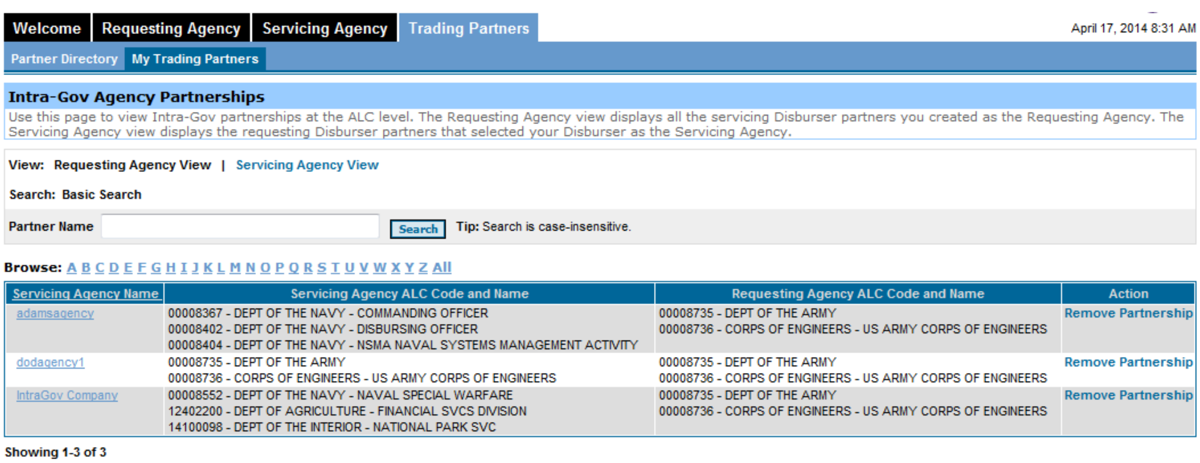
1. Follow the steps in the topic How to Remove a Trading Partnership.
2. Click the **Partner Directory** sub-tab.
3. Search for the Servicing Agency by:
   - Clicking **All** or a specific letter from the **Browse** trading partner filter
   - Alternatively, if you know the name of the trading partner, type the Servicing Agency name in the **Partner Name** search box and click **Search**.

Use the % as a wildcard in the Partner Name search box.


4. Once you locate the Servicing Agency whose partnership you just removed, click **Remove** in the **Actions** column. The Remove Partner confirmation page appears.
5. Click **Remove**.

# Viewing Trading Partnerships

Use the Intragov Agency Partnership summary page to view your agency's partnerships at the ALC level. A Requesting Agency can view the trading partnerships from the Requesting Agency View or the Servicing Agency View. The Requesting Agency View displays all the Servicing Agencies partners the Requesting Agency created. The Servicing Agency View displays all the Requesting Agency partners that selected the Servicing Agency as the seller. Both views show the name of the agency and the ALC codes.




*My Trading Partners Search page – Requesting Agency View*

## How to View a Trading Partner

1. From the **Trading Partners** tab, click the **My Trading Partners** sub-tab. G-Invoicing displays the Intragov Agency Partnerships page.
2. From the **View** filter, click the **Intragov Requesting Agency View** or the **Intragov Servicing Agency View**.
3. To search for the Agency, do any of the following:
    - Click **All** or a specific letter from the **Browse** filter

- Alternatively, if you know the name of the trading partner, type the Agency name in the **Partner Name** search box and click **Search**.

Use the % as a wildcard in the Partner Name search box.

G-Invoicing displays a list of Intragov Agency Partnerships.

# Chapter 4 - General Terms and Conditions

# Overview

The Interagency Agreement (IAA) form 7600A is the standard form used for reimbursable agreements between two agencies. Patterned after the IAA 7600A form, the G-InvoicingGT&C contains the agreement section of the IAA that supports all the related orders. The agency that is purchasing goods or services is the **Requesting Agency**. The agency providing the goods or services is the **Servicing Agency**. Either the Requesting Agency or the Servicing Agency can initiate GT&Cs. The Requesting Agency and Servicing Agency work together to approve the GT&C. To complete the form, both parties must electronically approve the GT&C.

The agency creating the GT&C will be responsible for entering the partnering agency's name, department code, and ALC.

# About a GT&C

The information entered on the GT&C pages corresponds to the information contained in the paper version of the form, except for Business Unit, Cost Center, and Department ID. Agencies define these fields under Reference Data in the Disburser Administration module, based on specific needs within their organization. For example,

- Business Units can be a segment of a company, such as accounting.
- Cost Centers can be units within an organization where managers are responsible for associated costs and for adhering to a budget. Cost Centers are an expense for the organization.
- Department IDs can be a part of a larger organization with a specific responsibility or devoted to one of several major tasks

G-Invoicing provides some of the required information for the agency based on the partnerships the agency has already created, such as the Department Code and the ALC, thus reducing the risk of data entry error. However, if either agency has more than one ALC or Department Code, the agency must select the appropriate codes when creating the agreement.

To create a GT&C, the Disburser Administrator must grant the Requesting Agency user the following permissions:

- Requesting Agency: View GT&C (to view the page)
- Requesting Agency: Create, Edit, Delete, Modify GT&C agreements.

## Creating a GT&C

The GT&C contains four parts.

**Part 1**: On the first page, the agency (either Requesting or Servicing) creating the form completes the ALC, Department Code, and additional identifiers for both agencies. Once you save the form, the agency cannot return to the first page to modify any of this information.

**Part 2**: On page 2 of the form, the initiating agency adds the details, including estimated agreement amounts, agreement dates, and statutory authority.

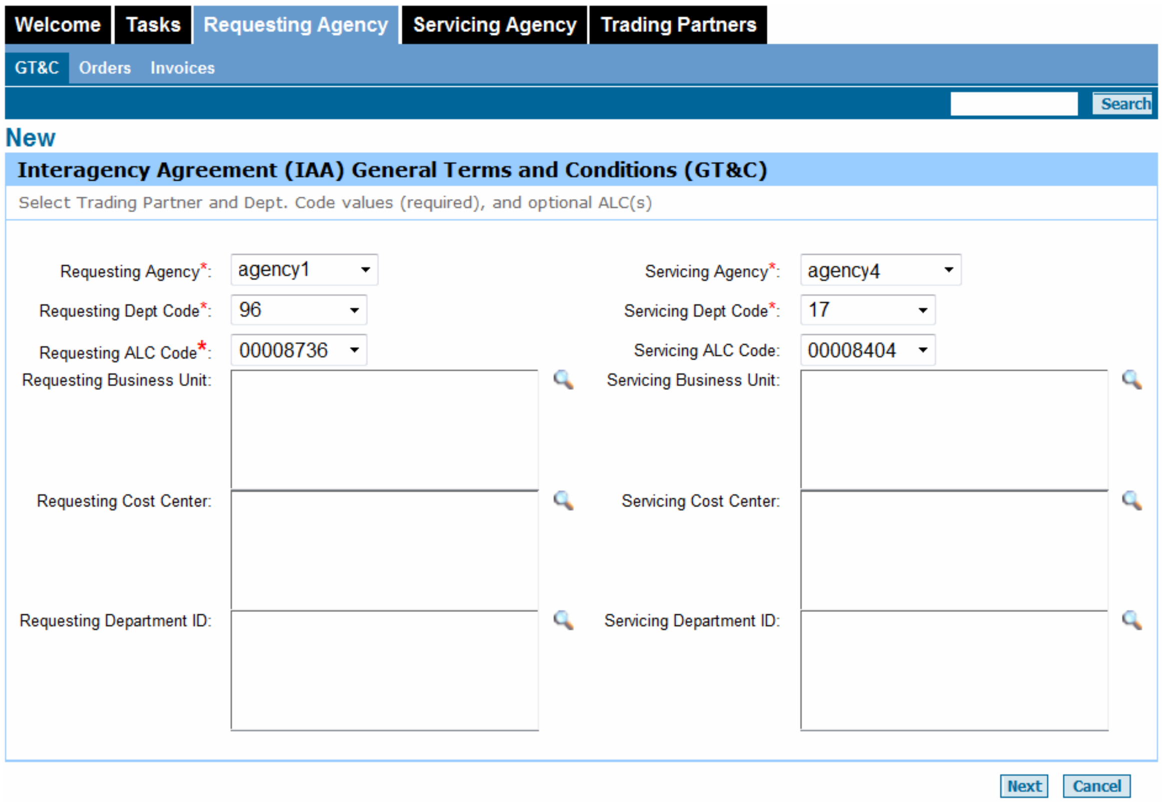
**Part 3**: The partner agency (the agency that did not initiate the agreement), completes the information pertaining to it. Both agencies can edit their portions of the second page of the form before finally approving the agreement. However, both agencies should not edit the agreement at the same time.

**Part 4**: Once the agencies have completed their respective parts on the first two pages of the agreement, they must both electronically approve the GT&C. See the topic *Approving or Rejecting the GT&C* starting on page 38.

The following procedures explain how to create a GT&C as the **Requesting Agency**. Follow these same steps to create a GT&C as the **Servicing Agency**.

## How to Create a GT&C as the Requesting Agency – Part 1

1. From the Requesting Agency tab, click the **GT&C** sub-tab.
2. Click **Create GT&C**. The Interagency Agreement (IAA) General Terms and Conditions (GT&C) selection page appears.



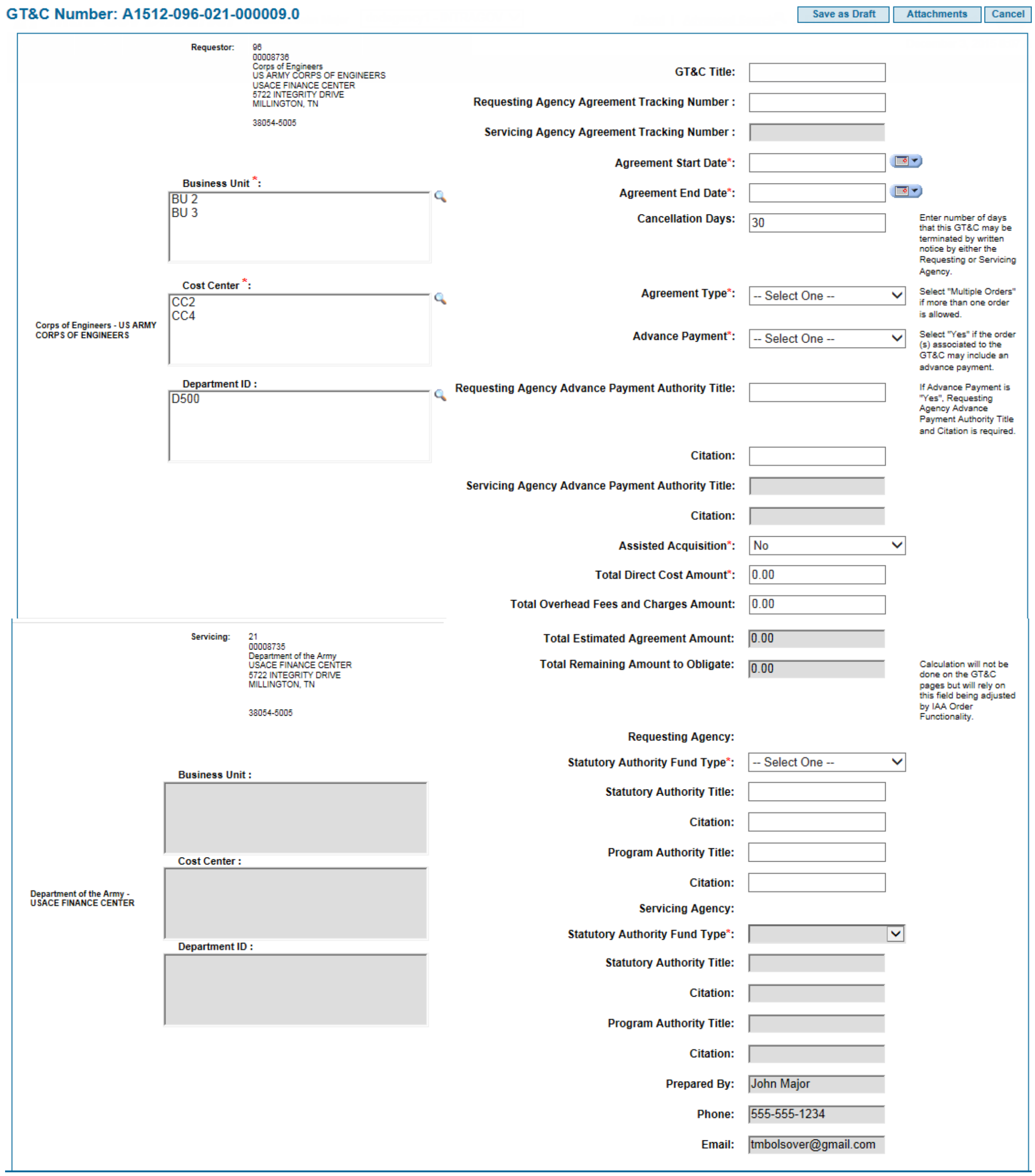

The agency that initiates the GT&C fills out both the Requesting Agency and Servicing Agency information to select a trading partner.

3. Select from the following:
   - Requesting Agency (Required)
   - Requesting Dept. Code (Required)
   - Requesting ALC Code (Through a rule set, the Disburser Administrator can make this a required field - indicated by red asterisk.)
4. To select the Requesting Business Unit:
   - Click the Search magnifying glass icon. The Look up window opens.
   - Click **Search** to select one or more Requesting Agency Business Units. Your Group permissions determine the Business Units available for selection.
5. To select the Requesting Cost Center:

- Click the Search magnifying glass icon. The Look up window opens.
- Click **Search** to select one or more Requesting Agency Cost Centers. Your Group Permissions determine the Cost Centers available for selection.

6. To select the Requesting Department ID:
    - Click the Search magnifying glass icon. The Look up window opens.
    - Click **Search** to select one or more Requesting Agency Department IDs. Your Group permissions determine the Department IDs available for selection.
7. Select from the following:
    - Servicing Agency (Required)
    - Servicing Dept. Code (Required)
    - Servicing ALC Code (Through a rule set, the Disburser Administrator can make this a required field - indicated by red asterisk).
8. To select the Servicing Business Unit:
    - Click the Search icon. The Look up window opens
    - Click **Search** to select one or more Servicing Agency Business Units. For Requesting Agency users, G-Invoicing queries all the Servicing Agency Business Units.
9. To select the Servicing Cost Center :
    - Click the Search icon. The Look up window opens.
    - Click Search to select one or more Servicing Agency Cost Centers. For Requesting Agency users, G-Invoicing queries all the Servicing Agency Cost Centers.
10. To select the Servicing Department IDs:
    - Click the Search icon. The Look up window opens
    - Click **Search** to select one or more Servicing Agency Department IDs. . For Requesting Agency users, G-Invoicing queries all the Servicing Agency Department IDs.
11. To complete the second part of the GT&C, click **Next**.

# How to Create the GT&C as the Requesting Agency – Part 2




12. Use the information in the table below to complete the portion of the page relevant to the Requesting Agency. Refer to US Treasury form 7600A/GT&C for additional information on the terms used in the GT&C.

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| GT&C Number | G-Invoicing auto-generates the GT&C number in the format of A (literal), plus 4 digits for the current year and month, plus 3 digits for the Requesting Agency Department Code, plus 3 digits for the Servicing Agency Department Code, plus 6 digits for a sequence number, which starts at 1 and increments for every new GT&C. The sequence number restarts every MONTH at 1. The modification number appears after the decimal and is incremented with each change to the GT&C. Example: A1410-010-020-000001.0 | GT&C Number |
| Requestor | Name and address information of the Requesting Agency ALC Record. | Box #1 |
| Requesting Agency Business Unit | If you selected one or more Business Units in Part 1, the selected business units appear here. Further, if you did not enter any values in Part 1, the agreement is only visible to users with View All access, until you provide value(s) here.<br><br>Use the search icon to select one or more Business Units, filtered by the group to which the Requesting Agency user belongs. If the Disburser Administrator configured the Business Units to be required in Rule Sets, you must include at least one Business Unit. | N/A |
| Requesting Agency Cost Center | If you selected one or more Cost Centers in Part 1, the selected Cost Centers appear here. Further, if you did not enter any values in Part 1, the agreement is only visible to users with View All access, until you provide value(s) here.<br><br>Use the search icon to select one or more Cost Centers, filtered by the group to which the Requesting Agency user belongs. If the Disburser Administrator configured the Cost Center to be required in Rule Sets, you must select at least one Cost Center. | N/A |

| Field Name | Description | Corresponding field on the IAA 7600A form |
| --- | --- | --- |
| Requesting Agency Department ID | If you selected one or more Department IDs n Part 1, the selected Department IDs appear here. Further, if you did not enter any values in Part 1, the agreement is only visible to users with View All access, until you provide value(s) here.<br><br>Use the search icon to select one or more Department IDs, filtered by the group to which the Requesting Agency user belongs. If the Disburser Administrator configured the Department ID to be required in Rule Sets, you must select at least one Department ID. | N/A |
| | | |
| GT&C Title | Enter a descriptive name for the GT&C. | N/A |
| Requesting Agency Agreement Tracking Number | Identifier used to track agreements in the agency's own ERP (if they use the ERP for agreements) or any method to organize agreements outside of G-Invoicing that has unique identifiers. The agency can use this number to tie to the G-Invoicing unique GT&C number.<br><br>Enter a number up to 30 alphanumeric characters.<br><br>The Disburser Administrator can configure it to be required in the GT&C Rule Sets. | N/A |
| Servicing Agency Agreement Tracking Number | See the topic How to Complete a GT&C Initiated by the Partner Agency on page 31. | Block #2 |
| Agreement Start Date (Required) | Enter the start date for the agreement or click the calendar button to browse for the date. | Block #5 |
| Agreement End Date (Required) | Enter the end date for the agreement or click the calendar to browse for the date. The date must be later than the current date. | Block #6 |

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Cancellation Days | Enter the number of days during which either party can terminate the agreement. If you do not enter anything in this field, G-Invoicing defaults to 30 days. | Block #16 |
| Agreement Type (Required) | Select one of the following:<br>• **Single Order** - GT&C allows exactly one order creation.<br>• **Multiple Orders** - GT&C allows one or more order creations. | Block #7 |
| Advance Payment (Required) | Select one of the following:<br>• **Yes** – If orders associated with this GT&C can include an advance payment.<br>• **No** – If orders associated with this GT&C cannot include an advance payment. | Block #8 |
| Requesting Agency Advance Payment Authority Title | This field is required if the Requesting Agency accepts Advance Payments. Enter payment authority title, up to 100 characters. | Block #8 |
| Citation | If the Requesting Agency accepts Advance Payment, enter the citation. | Block #8 |
| Servicing Agency Advance Payment Authority Title | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | N/A |
| Citation | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | N/A |
| Assisted Acquisition | As default, G-Invoicing sets this field to No. The current Intragov functionality does not currently support Assisted Acquisition. | Block #3 |
| Total Direct Cost Amount (Required) | Enter the total direct cost amount, in the format $$$$$$$.CC, up to 15 digits. | Block #9 |
| Total Overhead Fees and Charges Amount | Enter the total overhead fees and charges amount, in the format $$$$$$$.CC, up to 15 digits. | Block #9 |

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Total Estimated Agreement Amount | Total estimated agreement amount in the format $$$$$$$.CC This field calculated by G-Invoicing is equal to the sum of the Total Direct Cost Amount field and the Total Overhead Fees and Charges Amount field. | Block #9 |
| Total Remaining Amount to Obligate | Amount remaining on the GT&C after deducting the total obligated amount from fully approved orders. | N/A |
| Requesting Agency: Statutory Authority Fund Type (Required) | Select the appropriate fund type:<br>• Franchise Fund<br>• Revolving Fund<br>• Working Capital Fund<br>• Economy Act<br>• Other Authority | Block #10a |
| Statutory Authority Title | Enter the Requesting Agency statutory authority title, up to 100 characters.<br>This field is required if Economy Act is not the Statutory Authority Fund Type. | Block #10a |
| Citation | Enter the Requesting Agency statutory authority citation, up to 100 characters.<br>This field is required if Economy Act is not the Statutory Authority Fund Type. | Block #10a |
| Program Authority Title | Enter the Requesting Agency program authority title, up to 100 characters. | N/A |
| Citation | If you entered a Program Authority Title, enter the Requesting Agency program authority citation up to 100 characters. | N/A |
| Servicing Agency: Statutory Authority Fund Type | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #10a |
| Statutory Authority Title | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #10a |
| Citation | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #10a |

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Program Authority Title | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | N/A |
| Citation | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | N/A |
| Prepared By | Name of the Disburser user who prepared the form<br>This field is read-only. | N/A |
| Phone | Phone number of the Disburser user who prepared the form<br>This field is read-only. | N/A |
| Email | Email address of the Disburser user who prepared the form<br>This field is read-only. | N/A |
| Servicing Agency Business Unit | Business Unit(s), if the Requesting Agency user selected any when completing the first page of the GT&C. | N/A |
| Servicing Agency Cost Center | Cost Center(s), if the Requesting Agency user selected any when completing the first page of the GT&C. | N/A |
| Servicing Agency Department ID | Department ID(s), if the Requesting Agency user selected any when completing the first page of the GT&C. | N/A |

13. Use the information in the table below to complete the GT&C. Text entry is limited to 4,000 characters.

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Servicing Agency Explanation of Overhead Fees and Charges | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #11 |

| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Requesting Agency Scope | Enter the Requesting Agency's scope of the work performance for the entire IAA by the Servicing Agency (up to 4000 characters).<br><br>You can attach the scope/statement of work/memorandum of understanding, which may contain roles and responsibilities. | Block #11 |
| Requesting Agency Roles and Responsibilities | Enter the roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of the IAA requirements (up to 2000 characters). | Block #12 |
| Servicing Agency Roles and Responsibilities | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #12 |
| Restrictions | State and/or attach unique requirements and/or mission specific restrictions specific to this IAA, up to 4000 characters. | Block #13 |
| Assisted Acquisition Small Business Credit Clause | Standard clause: "The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency." | Block #14 |
| Disputes | Standard clause regarding resolution of disputes<br>See the US Treasury website for additional information. | Block #15 |
| Requesting Agency's Organizations authorized to request Assisted Acquisition Agreement | This field is not currently in use. | Block #17 |
| Servicing Agency's Organizations authorized to request Assisted Acquisition Assistance | This field is not currently in use. | N/A |

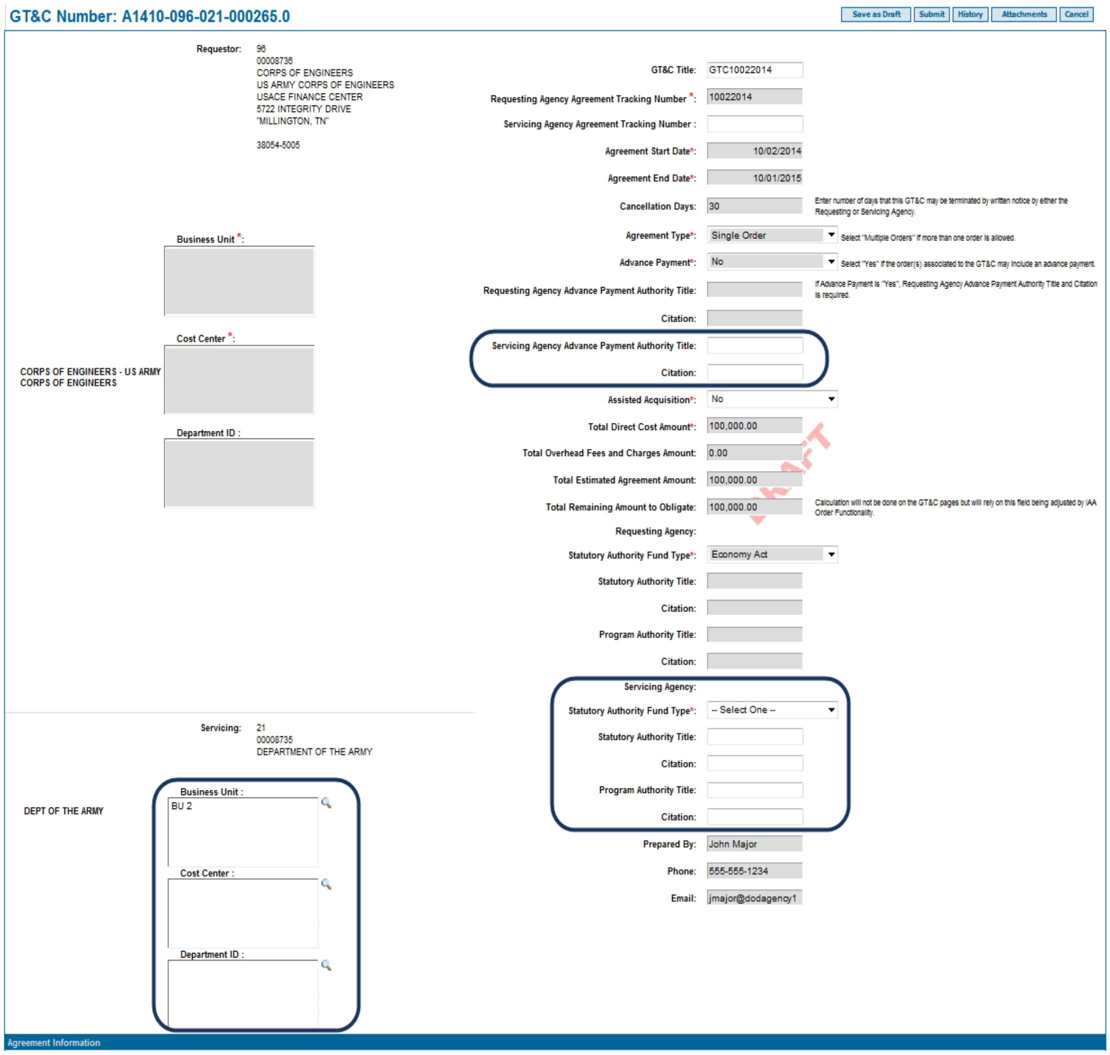
| Field Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Requesting Agency's Additional Clauses | Include any additional Requesting Agency clause(s) and any amendment clauses.<br><br>For example, if there is a termination, dispute, or protest clause specifically related to this agreement, include it as an attachment. | Block #19 |
| Servicing Agency Additional Clauses | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | N/A |
| Additional Requesting Agency Information | Enter additional Requesting Agency information, up to 4000 characters. If necessary, attach additional authority information for Requesting Agency. | Block #21 |
| Additional Servicing Agency Information | See the topic *How to Complete a GT&C Initiated by the Partner Agency* on page 31. | Block #21 |
| Agreement Approvals | Agreement Approvals – Not yet available | N/A |

14. Click one of the following:
    - To allow the other trading partner agency to access the agreement and complete their section, click **Save as Draft**.
    - Click **Cancel** to cancel the GT&C.

## How to Complete a GT&C Initiated by the Partner Agency – Part 3

To complete the GT&C, the trading partner agency (in this case the Servicing Agency) logs into the G-Invoicing Intragov module and opens the GT&C in Draft Status. The Servicing Agency enters the applicable information in the agreement fields and submits the GT&Cto move it to the approval stage.

1. From the **Servicing Agency** tab, click the **GT&C** sub-tab.
2. From the **GT&C#** column, click the link for a GT&C in *Draft* status that the Servicing Agency needs to complete.

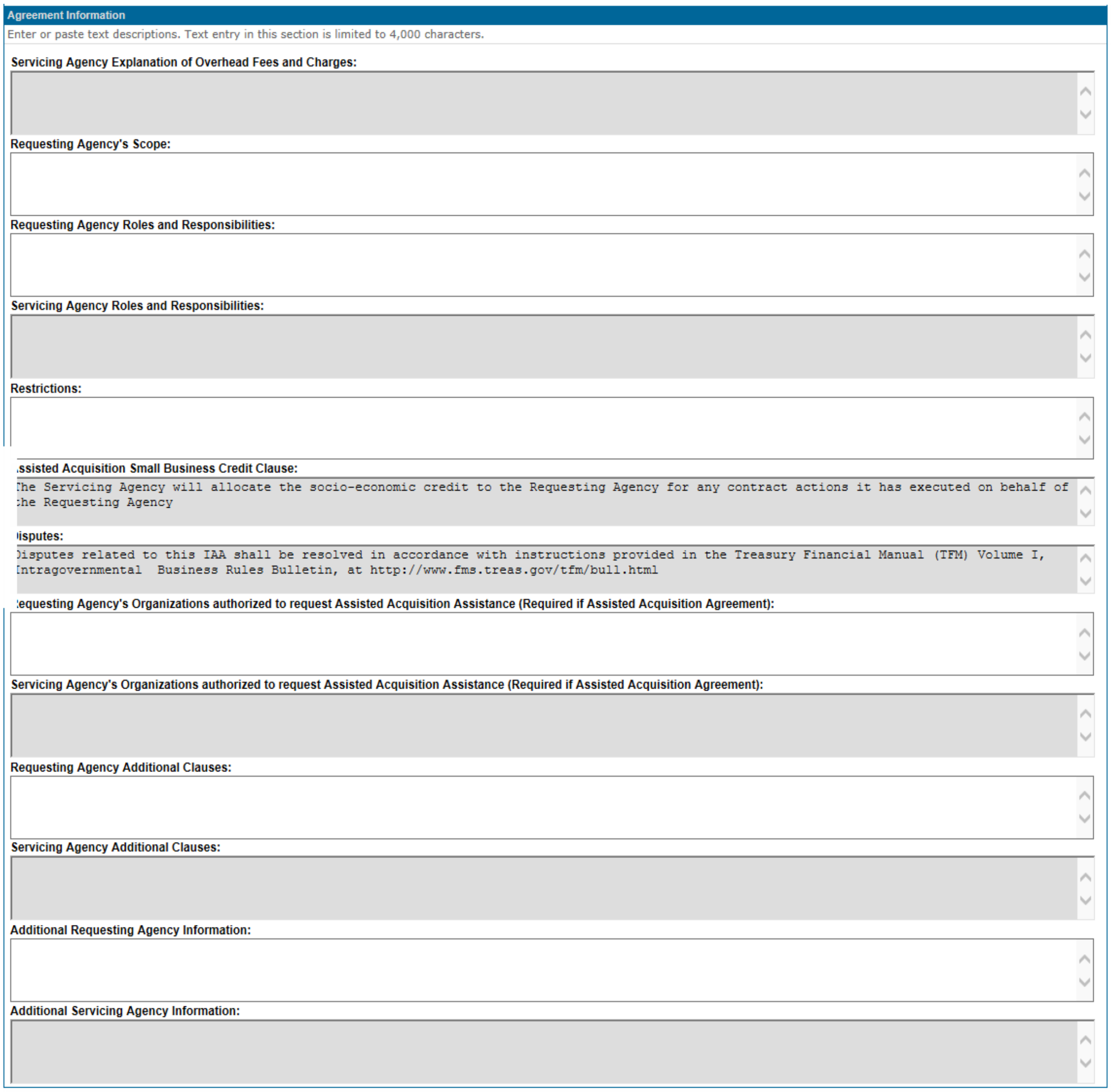



3. Complete the Servicing Agency fields as described in the table below.

| Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Business Unit | One or more Business Units selected by the Requesting Agency on the first page of the GT&C. The Servicing Agency can add or remove the Business Units, filtered by the group to which the agency belongs. If the Disburser Administrator configured Business Units to be required, you must select at least one Business Unit. | N/A |
| Cost Center | Cost Centers selected by the Requesting Agency on the first page of the GT&C. The Servicing Agency can add or remove Cost Centers, filtered by the group to which the Servicing Agency belongs. If the Disburser Administrator configured Cost Centers to be required, you must select at least one Cost Center. | N/A |
| Department ID | Department IDs selected by the Requesting Agency on the first page of the GT&C<br><br>The Servicing Agency can add or remove Department IDs, filtered by the group to which the Servicing Agency belongs. If the Disburser Administrator configured Department IDs to be required, you must select at least one Department ID. | N/A |
| Servicing Agency Agreement Tracking Number | Identifier used to track agreements in the agency's own ERP (if they use the ERP for agreements) or any method to organize agreements outside of G-Invoicing that has unique identifiers. The agency can use this number to tie to the G-Invoicing unique GT&C number.<br><br>Enter a tracking number up to 30 alphanumeric characters.<br><br>The Disburser Administrator can configure it to be required. | Block #2 |
| Servicing Agency Advance Payment Authority Title | Enter up to 100 characters. If the Requesting Agency entered Yes for Advance Payment, this is a required field. | Block #8 |
| Citation | Enter the Servicing Agency citation, up to 100 characters. | Block #8 |

| Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| **Servicing Agency:** | | |
| Statutory Authority Fund Type (Required) | Select one of the following fund types from the list box.<br>• Franchise Fund<br>• Revolving Fund<br>• Working Capital Fund<br>• Economy Act<br>• Other Authority | Block #10 |
| Statutory Authority Title | Enter the Servicing Agency statutory authority title, up to 100 characters.<br>This field is required if the Economy Act is not the Statutory Authority Fund Type. | Block #10 |
| Citation | Enter the statutory authority citation up to 100 characters.<br>This field is required if the Economy Act is not the Statutory Authority Fund Type. | Block #10 |
| Program Authority Title | Enter the program authority title, up to 100 characters. | N/A |
| Citation | If supplying the Program Authority Title enter the program authority citation, up to 100 characters. | N/A |

4. Complete the GT&C Information sections as described in the table below.


Agreement Information
Enter or paste text descriptions. Text entry in this section is limited to 4,000 characters.

Servicing Agency Explanation of Overhead Fees and Charges:

Requesting Agency's Scope:

Requesting Agency Roles and Responsibilities:

Servicing Agency Roles and Responsibilities:

Restrictions:

ssisted Acquisition Small Business Credit Clause:
he Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of he Requesting Agency

isputes:
isputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, ntragovernmental Business Rules Bulletin, at http://www.fms.treas.gov/tfm/bull.html

equesting Agency's Organizations authorized to request Assisted Acquisition Assistance (Required if Assisted Acquisition Agreement):

Servicing Agency's Organizations authorized to request Assisted Acquisition Assistance (Required if Assisted Acquisition Agreement):

Requesting Agency Additional Clauses:

Servicing Agency Additional Clauses:

Additional Requesting Agency Information:

Additional Servicing Agency Information:

| Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| **GT&C Information Sections** | | |
| Servicing Agency Explanation of Overhead Fees and Charges | Enter if the Requesting Agency entered an amount in the Overhead Fees and Charges field. | Block #11 |

| Name | Description | Corresponding field on the IAA 7600A form |
|---|---|---|
| Servicing Agency Roles and Responsibilities | Enter the roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of the IAA requirements, (up to 2000 characters). | Block #12 |
| Servicing Agency’s Organizations authorized to request Assisted Acquisition Assistance | This is required with an Assisted Acquisition Agreement.<br>Enter the names of organizations authorized to request acquisition assistance for the Intragov order, up to 4000 characters. | Block #17 |
| Servicing Agency Additional Clauses | Enter any additional rules, conditions, regulations, etc., which need consideration or will dictate the behavior of any actions taken as part of this agreement.<br>For Example: If there is a termination, dispute, or protest clause specifically related to this agreement, include it as an attachment. | Block #20 |
| Additional Servicing Agency Information | Enter additional Servicing Agency information, up to 4000 characters. If necessary, attach additional authority information. | Block #21 |

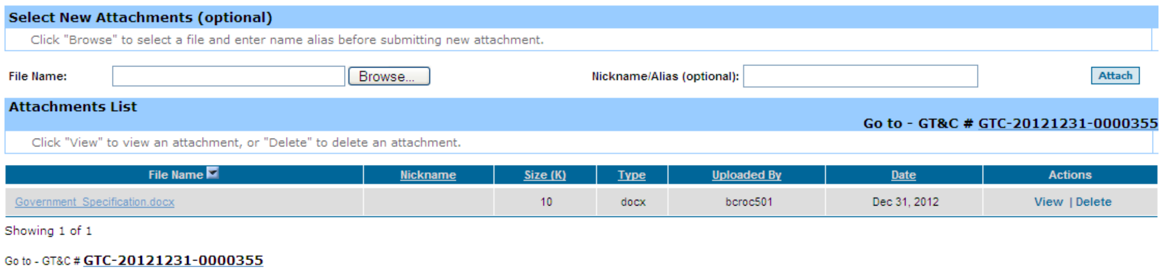
15. Select one of the following:
    - Click **Submit** to submit the GT&C. G-Invoicing puts the GT&C in Pending Approval status.
    - If you are not ready to submit the GT&C to the Requesting Agency, Click **Save as Draft**. You can update and submit a Draft GT&C later.
    - Click **History** to view the audit trail. To return to the GT&C details page, click the GT&C number link above the page name. The Audit Trail displays the approval and modification history for the GT&C.

## Working with GT&C Attachments to GT&C

The Requesting Agency or Servicing Agency can add attachments to the GT&C. The maximum number of attachments allowed per GT&C is 25. The upload file size limit for text and XML is 10MB, and for RAR and ZIP is 50MB. The Requesting Agency or Servicing Agency can add attachments to a GT&C in any of the following states: Draft, Pending Approval, or Open or Orders.

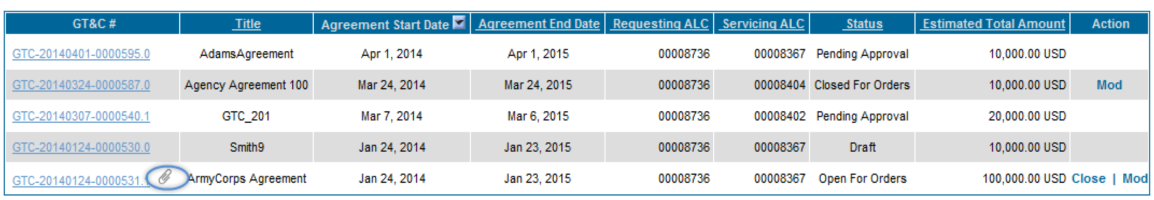
## How to Add Attachments

1. From the Requesting Agency or Servicing Agency tab, click the **GT&C** sub-tab.
2. Open a GT&C in the Draft, Pending Approval, or Open for Orders stage.
3. Click **Attachments** to open the Select New Attachments page.




4. Click **Browse** to locate the document.
5. In the **Nickname/Alias** box, optionally type a name for the document.
6. Click **Attach**. G-Invoicing displays the Attachments List.
7. Click one of the following from the Actions column:
   - Click **View** to open and view the contents of the attachment.
   - Click **Delete** to remove the attachment.
8. Click the **Go to GT&C** number link to return to the GT&C Details page.

   G-Invoicing displays a paperclip icon next to agreements with attachments on the Summary page.



| GT&C # | Title | Agreement Start Date | Agreement End Date | Requesting ALC | Servicing ALC | Status | Estimated Total Amount | Action |
|---|---|---|---|---|---|---|---|---|
| GTC-20140401-0000595.0 | AdamsAgreement | Apr 1, 2014 | Apr 1, 2015 | 00008736 | 00008367 | Pending Approval | 10,000.00 USD | |
| GTC-20140324-0000587.0 | Agency Agreement 100 | Mar 24, 2014 | Mar 24, 2015 | 00008736 | 00008404 | Closed For Orders | 10,000.00 USD | Mod |
| GTC-20140307-0000540.1 | GTC_201 | Mar 7, 2014 | Mar 6, 2015 | 00008736 | 00008402 | Pending Approval | 20,000.00 USD | |
| GTC-20140124-0000530.0 | Smith9 | Jan 24, 2014 | Jan 23, 2015 | 00008736 | 00008367 | Draft | 10,000.00 USD | |
| GTC-20140124-0000531. | ArmyCorps Agreement | Jan 24, 2014 | Jan 23, 2015 | 00008736 | 00008367 | Open For Orders | 100,000.00 USD | Close \| Mod |

## How to View Attachments

1. From the Requesting Agency or Servicing Agency tab, click **GT&C** sub-tab.
2. Click the paper clip icon next associated with the GT&C on the GT&C summary page to open the Select New Attachments page or click the **Attachments** button on the GT&C Detail page.
3. Click the link in the **File Name** column or click **View** in the Actions column to open the attached document. A Save or Open dialog appears.
4. Complete one of the following:
   - Click **Save** and select where to save the document
   - Click **Open** to view the document.

## How to Delete Attachments

1. From the **Requesting Agency** tab, click **GT&C** sub-tab.

2. Click the paper clip next to the GT&C on the GT&C summary page to open the Select New Attachments page or click the **Attachments** button on the GT&C Detail page.
3. Click **Delete**.

   G-Invoicing removes the document.

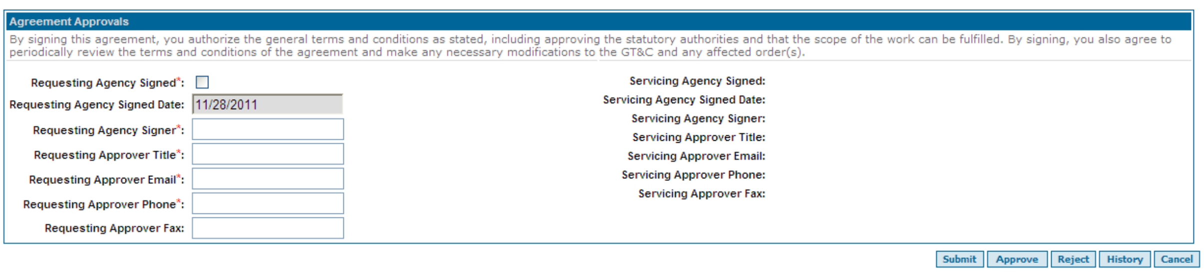
# Approving or Rejecting the GT&C

Part 4 of the GT&C is the approval process. Once the agencies have completed their respective parts, they must both electronically approve the GT&C.

If subscribed to the Intragov GT&C Created or Changed Notification, G-Invoicing notifies the Requesting Agency or Servicing Agency when the agreement is created or modified. To approve a GT&C, the Requesting or Servicing Agency user views the IAA GT&C Summary page to select the GT&C with a Pending Approval status.

When a GT&C is in a Pending approval status, the Servicing Agency and the Requesting can approve or reject the GT&C.

You must be assigned either the Requesting Agency: Approve, Reject, Close GT&C permission or the Servicing Agency: Approve, Reject, Close GT&C permission by your Disburser Administrator to approve GT&C agreements.




*GT&C Approvals*

## How to Approve a GT&C– Part 4

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab. The GT&C Summary page appears.
2. From the **Change Date Range** list box, select a date range.  G-Invoicing displays all GT&Cs associated with the selected date range.

   G-Invoicing retains your date range selection for the duration of the session.
3. From the **GT&C #** column, click the link for a GT&C with a status of Pending Approval.
4. Scroll to the GT&C Approvals section and select the **Requesting Agency Signed** or **Servicing Agency Signed** checkbox.

   When selected, G-Invoicing populates the signer's name, email address, and phone number fields with information from the user's profile. These fields are editable.
5. Enter your occupational title in the **Requesting** or **Servicing Approver Title**.
6. Click **Approve**.

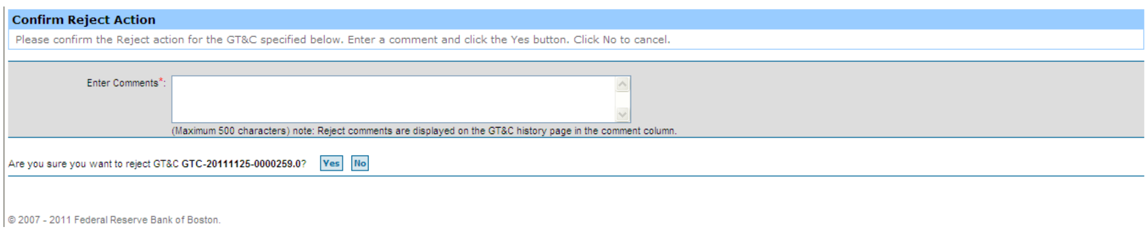
G-Invoicing displays the GT&C in both the Requesting Agency and Servicing Agency GT&C Summary pages with a status of Open for Orders when both agencies have approved.

When both the Requesting Agency and Servicing Agency GT&C approvers approve the GT&C, G-Invoicing generates and sends the Intragov GT&C Created or Changed Notification to subscribed Requesting Agency and Servicing Agency users.

### How to Reject a GT&C

1. From the **Servicing Agency** or Requesting Agency tab, click **GT&C** sub-tab. The GT&C Summary page appears.
2. From the **Change Date Range**, select a date range. G-Invoicing displays all GT&Cs associated with the selected date range.

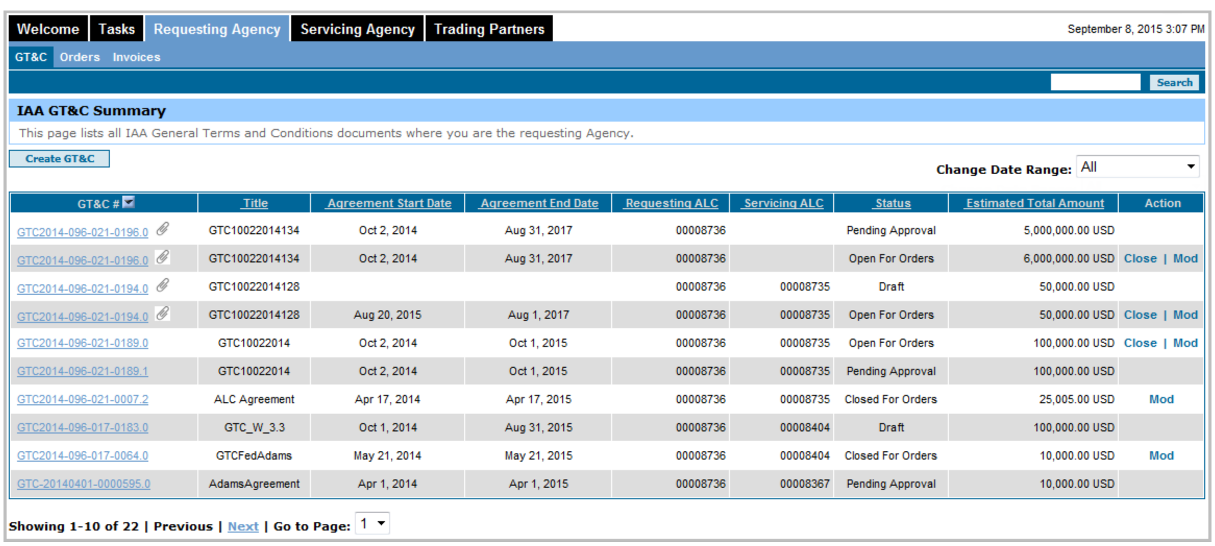
   ***Note**: G-Invoicing retains your date range selection for the duration of the session.*
3. In the GT&C # column, click the link for an agreement with the status **Pending Approval**. G-Invoicing displays the GT&C detail page.
4. Click **Reject**. A Confirm Reject Action confirmation appears.




5. In the **Enter Comments** field, type a reason for rejecting the GT&C.
6. Click **Yes** to confirm the rejection of the GT&C.

# Viewing the GT&C Summary

Requesting and Servicing Agencies can view and manage all of the GT&Cs from the GT&C Summary page.




| GT&C # | Title | Agreement Start Date | Agreement End Date | Requesting ALC | Servicing ALC | Status | Estimated Total Amount | Action |
|---|---|---|---|---|---|---|---|---|
| GTC2014-096-021-0196.0 | GTC10022014134 | Oct 2, 2014 | Aug 31, 2017 | 00008736 | | Pending Approval | 5,000,000.00 USD | |
| GTC2014-096-021-0196.0 | GTC10022014134 | Oct 2, 2014 | Aug 31, 2017 | 00008736 | | Open For Orders | 6,000,000.00 USD | Close \| Mod |
| GTC2014-096-021-0194.0 | GTC10022014128 | | | 00008736 | 00008735 | Draft | 50,000.00 USD | |
| GTC2014-096-021-0194.0 | GTC10022014128 | Aug 20, 2015 | Aug 1, 2017 | 00008736 | 00008735 | Open For Orders | 50,000.00 USD | Close \| Mod |
| GTC2014-096-021-0189.0 | GTC10022014 | Oct 2, 2014 | Oct 1, 2015 | 00008736 | 00008735 | Open For Orders | 100,000.00 USD | Close \| Mod |
| GTC2014-096-021-0189.1 | GTC10022014 | Oct 2, 2014 | Oct 1, 2015 | 00008736 | 00008735 | Pending Approval | 100,000.00 USD | |
| GTC2014-096-021-0007.2 | ALC Agreement | Apr 17, 2014 | Apr 17, 2015 | 00008736 | 00008735 | Closed For Orders | 25,005.00 USD | Mod |
| GTC2014-096-017-0183.0 | GTC_W_3.3 | Oct 1, 2014 | Aug 31, 2015 | 00008736 | 00008404 | Draft | 100,000.00 USD | |
| GTC2014-096-017-0064.0 | GTCFedAdams | May 21, 2014 | May 21, 2015 | 00008736 | 00008404 | Closed For Orders | 10,000.00 USD | Mod |
| GTC-20140401-0000595.0 | AdamsAgreement | Apr 1, 2014 | Apr 1, 2015 | 00008736 | 00008367 | Pending Approval | 10,000.00 USD | |

*Requesting Agency IAA GT&C Summary Page*

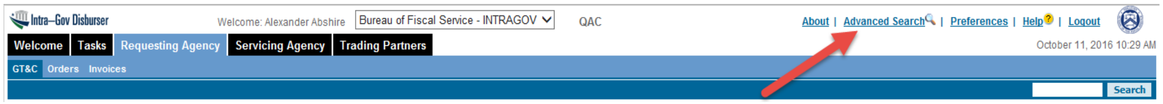
The information in the table below describes the GT&C Summary page elements.

| Field Name | Description |
|---|---|
| GT&C # | G-Invoicing auto-generates the GT&C number in the format of A (literal), plus 4 digits for the current year and month, plus 3 digits for the Requesting Agency Department Code, plus 3 digits for the Servicing Agency Department Code, plus 6 digits for a sequence number, which starts at 1 and increments for every new GT&C. The sequence number restarts every MONTH at 1. The modification number appears after the decimal and is incremented with each change to the GT&C. Example: A1510-010-020-000001.0 |
| Title | Name the agency gave to the GT&C. |
| Agreement Start Date | Date the GT&C begins. The Requesting Agency can sort the list by date. |
| Agreement End Date | Date the GT&C ends. |
| Requesting ALC | ALC selected by the Requesting Agency. |
| Servicing ALC | Servicing ALC selected by the Requesting Agency. |
| Status | Status of the GT&C:<br>• Draft – Both agencies have not yet finished entering GT&C information.<br>• Pending Approval – One or both agencies have yet to approve the agreement.<br>• Rejected – One agency has rejected the GT&C.<br>• Open for Orders – Both agencies have completed and approved the GT&C.<br>• Closed for Orders – You cannot submit orders against this GT&C. |
| Estimated Total Amount | GT&C's estimated total amount, which is the sum of the Total Direct Cost Amount and the Total Overhead Fees and Charges Amount entered on the GT&C. |
| Action | Select one of the following options:<br>• **Mod** — Click to open the agreement for modification. When the GT&C agreement modification occurs, the number of the GT&C displays a revision number. With each modification, the revision number increments.<br>• **Close —** Click to close the GT&C.<br>See the topic *Changing the GT&C* on page 44. |

## Searching for GT&Cs

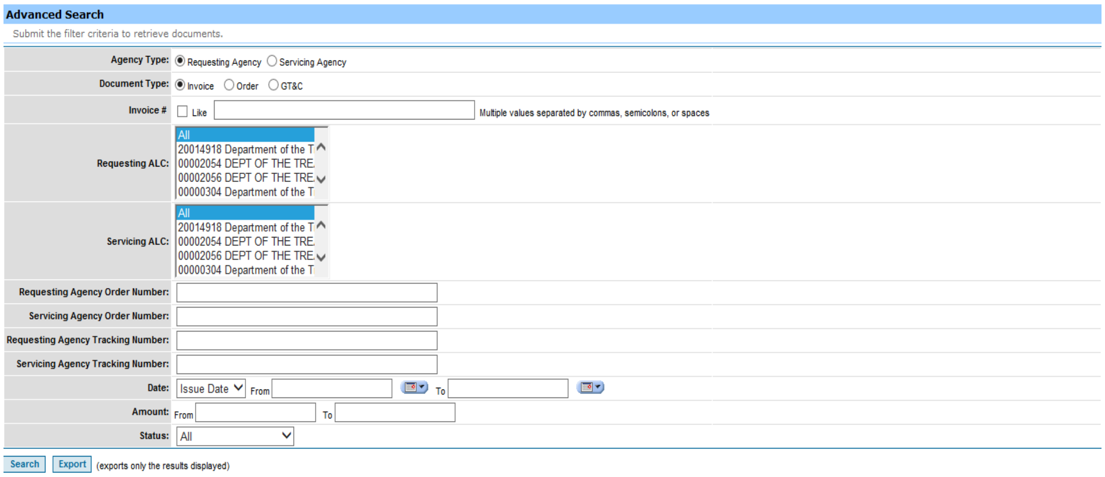
Use Advanced Search to find GT&Cs, either as the Requesting Agency or Servicing Agency. To perform an Advanced Search on GT&Cs, the disburser user must have the Requesting Agency or Servicing GT&C permissions.

Once you have generated the results, you can download the search results to a spreadsheet program.

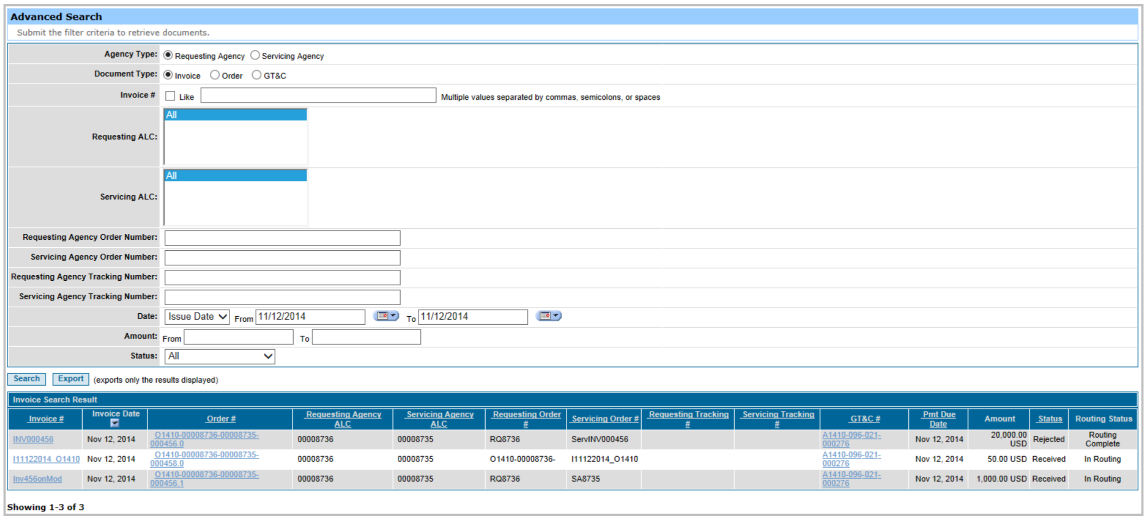



# How to Search for GT&Cs

1. From the G-Invoicing banner, click **Advanced Search**. The Advanced Search page appears.




2. Complete as follows:
   - **Agency Type** – Select Requesting Agency or Servicing Agency
   - **Document Type** – Select GT&C.
   - **GT&C #** - Leave blank to return all GT&Cs or enter all or part of a specific GT&C number.
   - **Requesting ALC** – Select **All** or a specific ALC.
   - **Servicing ALC** - Select **All** or a specific ALC.
   - **Agreement Start Date** – Enter the start of the date range.
   - **Agreement End Date** - Enter the end of the date range.
   - **Amount** – Enter an amount range.
   - **Status:** Select from the following:
     - Closed for Orders
     - Draft
     - Open for Orders
     - Pending Approval
     - Rejected
     - All
3. Click **Search**. G-Invoicing displays the search results.




4. Click **Export** to download the results to a spreadsheet.

   The export file contains information not included in the page display, including these additional columns Agreement Type, Cancellation Days, Cost Center, Dept Identifier, Business Unit, Preparer, Approvers, and Sign Date, and Primary Key (PK) fields. The PK fields are internal sequence numbers, which make rows in a database unique.

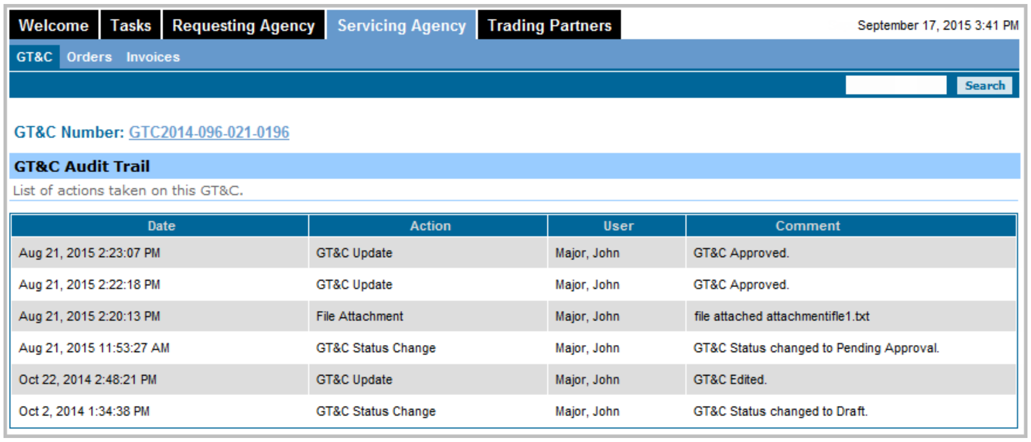
| Status Code | Description |
|---|---|
| Rec | Open for Orders |
| DR | Draft |
| CLZ | Closed for Orders |
| PND | Pending Approval |
| REJ | Rejected |

## Viewing the GT&C Audit Trail

The GT&C Audit Trail shows all of the actions performed on a GT&C, including modifications, updates, and status changes, the date the changes occurred, and the name of the user who performed the action on the GT&C. The same information appears on the audit trail from the Requesting Agency and the Servicing Agency.

### How to Access the GT&C Audit Trail page

1. From the **Requesting Agency** tab or **Servicing Agency** tab, click the **GT&C** sub-tab.
2. From the summary page, click the link in the **GT&C #** column to open a GT&C.
3. From the GT&C Detail page, click **History**. The GT&C Audit Trail page appears.



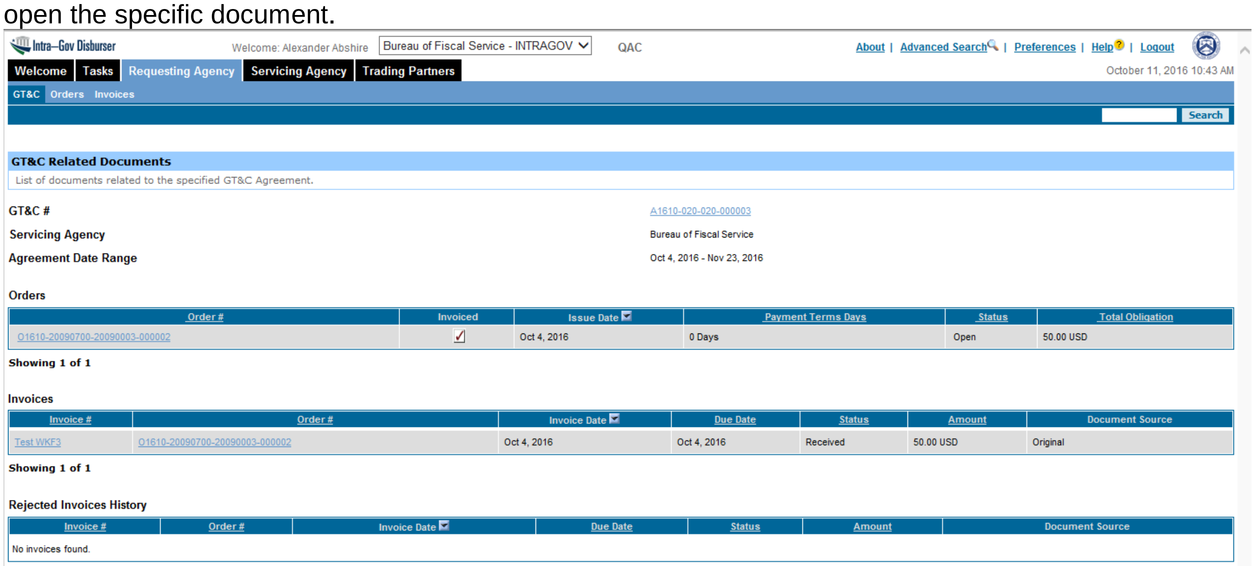

| Date | Action | User | Comment |
|---|---|---|---|
| Aug 21, 2015 2:23:07 PM | GT&C Update | Major, John | GT&C Approved. |
| Aug 21, 2015 2:22:18 PM | GT&C Update | Major, John | GT&C Approved. |
| Aug 21, 2015 2:20:13 PM | File Attachment | Major, John | file attached attachmentfile1.txt |
| Aug 21, 2015 11:53:27 AM | GT&C Status Change | Major, John | GT&C Status changed to Pending Approval. |
| Oct 22, 2014 2:48:21 PM | GT&C Update | Major, John | GT&C Edited. |
| Oct 2, 2014 1:34:38 PM | GT&C Status Change | Major, John | GT&C Status changed to Draft. |

4. To return to the GT&C Summary page, click the GT&C Number link.

## Viewing the GT&C Related Documents

All orders and invoices associated with a GT&C are available by viewing the GT&C's Related Documents option. When the Requesting Agency creates an order against a GT&C, both the Requesting Agency user and Servicing Agency user can view the orders from the Related Documents page available from the GT&C. Further, when the Servicing Agency creates invoices against an order, the invoice(s) are available to both agencies from the GT&C Related Documents page.

Requesting and Servicing Agency users can see all orders and invoices associated with the GT&C. However, if they do not have ALC permission to view an order or an invoice, then they will receive an error message if they attempt to open the specific document. Requesting and Servicing Agency users can see all orders and invoices associated with the GT&C. However, if they do not have ALC permission to view an order or an invoice, then they will receive an error message if they attempt to open the specific document.




| Order # | Invoiced | Issue Date | Payment Terms Days | Status | Total Obligation |
|---|---|---|---|---|---|
| O1610-20090700-20090003-000002 | ✓ | Oct 4, 2016 | 0 Days | Open | 50.00 USD |

Showing 1 of 1

Invoices

| Invoice # | Order # | Invoice Date | Due Date | Status | Amount | Document Source |
|---|---|---|---|---|---|---|
| Test WKF3 | O1610-20090700-20090003-000002 | Oct 4, 2016 | Oct 4, 2016 | Received | 50.00 USD | Original |

Showing 1 of 1

Rejected Invoices History

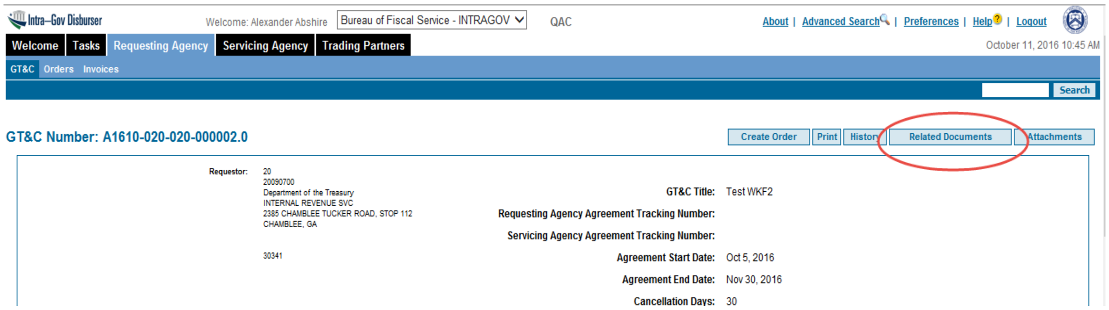
| Invoice # | Order # | Invoice Date | Due Date | Status | Amount | Document Source |
|---|---|---|---|---|---|---|
| No invoices found. | | | | | | |

*GT&C Related Documents page from Requesting Agency showing their partner Servicing Agency*

### How to Access the GT&C Related Documents page

1. From the **Requesting Agency** tab or **Servicing Agency** tab, click the **GT&C** sub-tab.

2. From the summary page, click the link in the **GT&C #** column to open an agreement.
3. From the GT&C Detail page, click **Related Documents**.



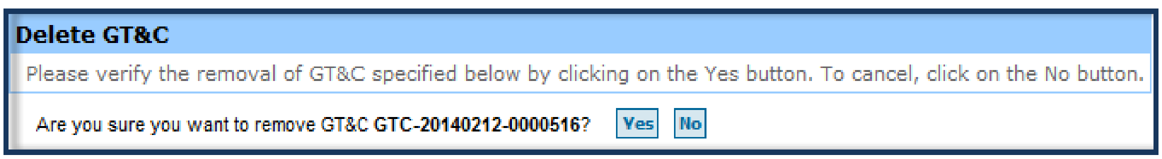

G-Invoicing displays the Related Documents page, providing access to the orders and invoices associated with the GT&C.

4. Click the link in the **Order #** or **Invoice #** column to open an associated order or invoice.

## How to Delete a GT&C

**Note:** While the GT&C is still in Draft status, either agency can delete it.

1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab.
2. From the summary page, click the link in the GT&C # column to open a GT&C in the draft stage.
3. Click **Delete** to open the Delete Confirmation dialog.




4. Select one of the following:
   - Click **Yes** to delete the GT&C.
   - Click **No** to keep the GT&C open and return to the IAA GT&C Summary page.

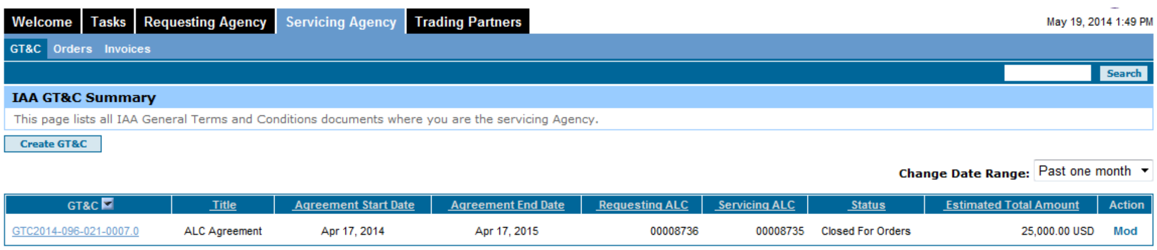
# Changing a GT&C

GT&Cs with a status of 'Open For Orders' may be changed by either agency at any time. In addition, GT&Cs displaying a status of Closed for Orders, but with dollar amounts available in the Total Remaining Amount to Obligate on the GT&C, can still be changed by either agency. Both agencies will have to approve any modifications before proceeding with the transaction process. After both agencies approve, the GT&C would appear change from a 'Closed for Orders' status to "Open for Orders' status.

If the Requesting Agency creates an order against the modified GT&C, ensure your changes do not cause the total amount of the order to exceed the Total Amount Remaining to Obligate on the agreement. For example, if you change the Total Direct Cost Amount, G-Invoicing updates the Total Estimated Agreement Amount. If it is now less than the Total Remaining Amount to Obligate, G-Invoicing shows the Total Remaining Amount to Obligate as a negative figure. G-Invoicing displays an error message when you submit your changes and does not save your modifications.

## How to Modify the GT&C

1. Click the **Requesting Agency** tab or **Servicing Agency** tab then the **GT&C** sub-tab. G-Invoicing displays the IAA GT&C Summary page appears.
2. Locate the GT&C you want to change and click the link in the **GT&C #** column to open a GT&C.
3. Click **Mod** in the **Action** column for the GT&C.




4. Change any of the following fields:

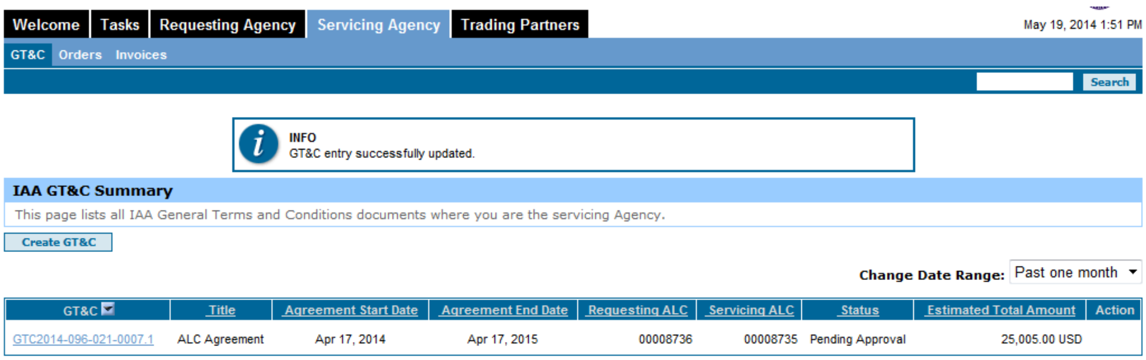
**Note:** *Available fields to change are dependent on whether you are the Requesting or Servicing Agency.*

| Requesting Agency | Servicing Agency |
|---|---|
| Business Units | Business Units |
| Cost Centers | Cost Centers |
| Department IDs | Department IDs |
| GT&C Title | GT&C Title |
| Agreement End Date | Agreement End Date |
| Cancellation Days | Cancellation Days |
| Agreement Type | Agreement Type |
| Advance Payment Authority Title | Advance Payment Authority Title |
| Citation | Citation |
| Total Direct Cost Amount | Total Direct Cost Amount |
| Total Overhead Fees and Charges Amount | Total Overhead Fees and Charges Amount |
| | Servicing Agency Explanation of Overhead Fees and Charges |
| Requesting Agency Agency's Scope | |
| Requesting Agency Roles and Responsibilities | Servicing Agency Roles and Responsibilities |
| Restrictions | Restrictions |

| | |
|---|---|
| Requesting Agency Organizations authorized to request Assisted Acquisition Assistance | Servicing Agency Organizations authorized to request Assisted Acquisition Assistance |
| Requesting Agency Additional Clauses | Servicing Agency Additional Clauses |
| Additional Requesting Agency Information | Additional Servicing Agency Information |

5. Click **Submit**.

   The Status of the agreement changes to Pending Approval. The document revision number changes to AYYMM-nnn-nnn-nnnnnn.1. Example: A1410-001-002-000234.1. G-Invoicing sends the GT&C Created or Changed notification to subscribed users.



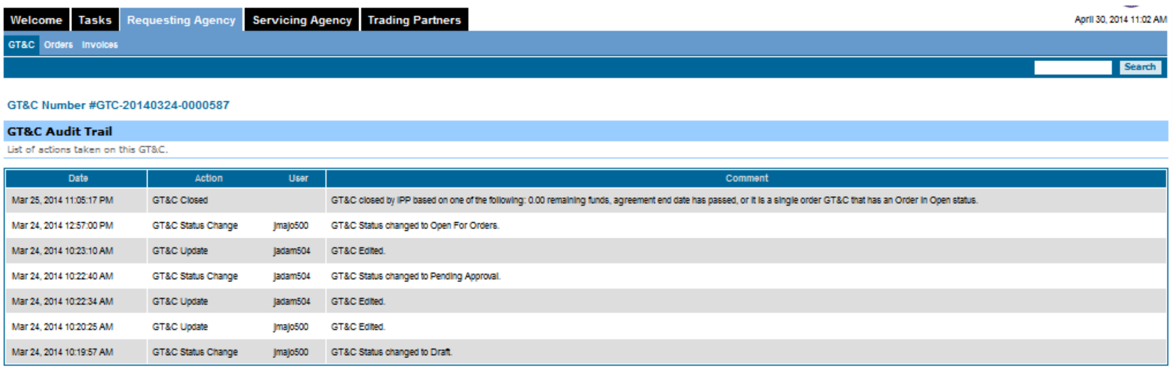

6. Both the Requesting Agency and Servicing Agency complete the approvals.

# Reverting the GT&C Modification

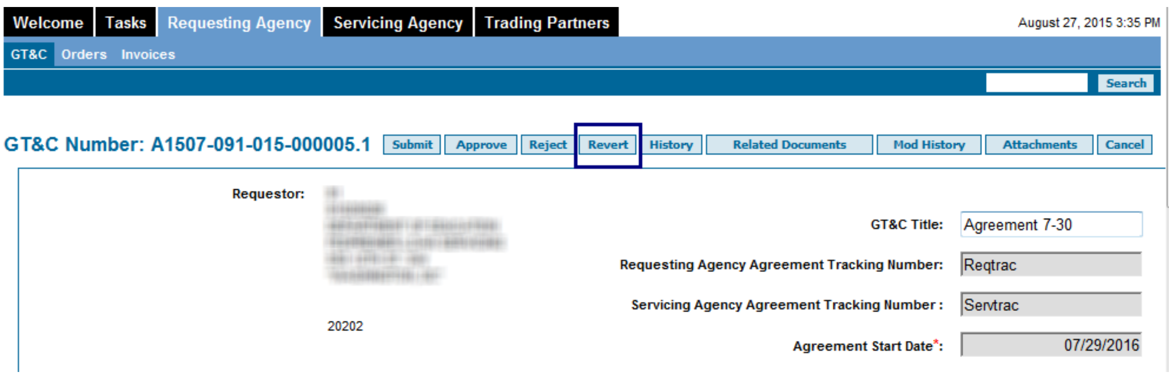
Depending on who made the modification to the GT&C, a Requesting or Servicing Agency user can revert a GT&C after one or more modifications. Agencies can only revert their own GT&C modifications. The Revert function allows the agency to return the GT&C to the state before the modification. Once either agency has approved the modification, the GT&C cannot be reverted.

## How to Revert a GT&C Modification

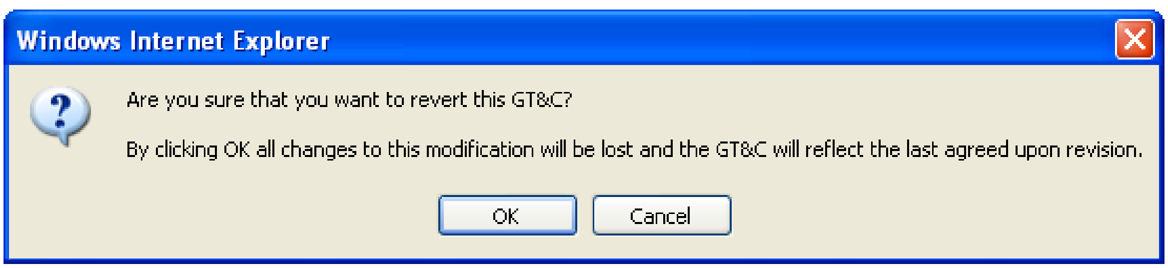
1. From the **Requesting Agency** or **Servicing Agency** tab, click the **GT&C** sub-tab.
2. Click the link in the **GT&C #** column to open the modified GT&C with the status of Pending Approval.
3. Click **History** to view the Audit Trail for the GT&C modification.




4. Click the **GT&C** number link to return to the GT&C details.
5. Click **Revert** to change the GT&C to the state before the modification.




G-Invoicing displays a confirmation message.




6. Click **OK** to revert the GT&C and return to the previous state.

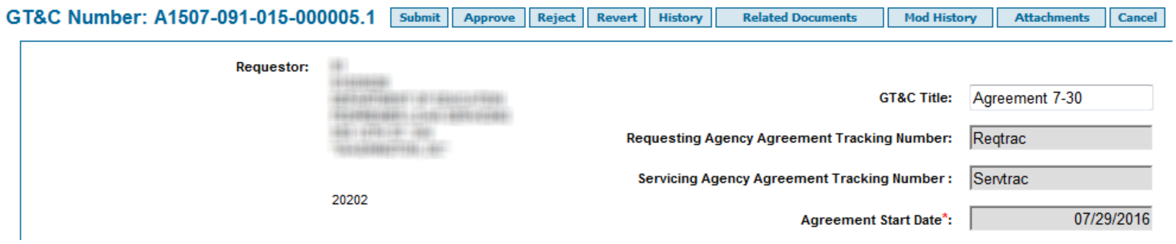
# Approving the GT&C Modification

G-Invoicing notifies subscribed users within The Requesting Agency or Servicing Agency if an agreement is Pending Approval in the IAA GT&C Summary page by sending the Intragov GT&C Created or Changed Notification. The applicable agency opens the GT&C and approves or rejects the modification.

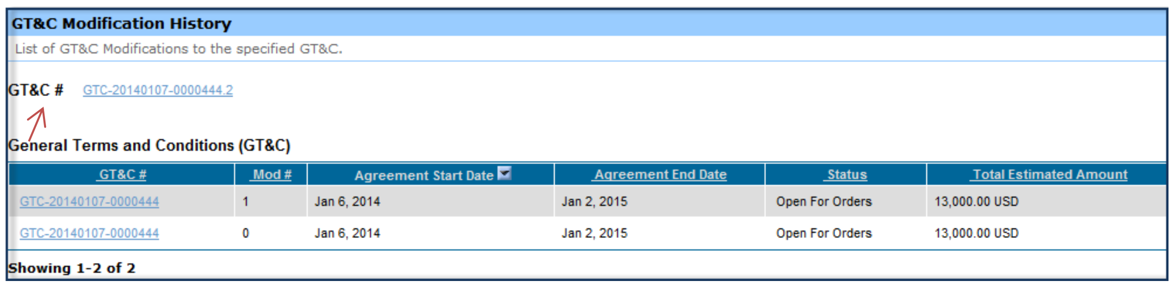
## How to Approve a GT&C Modification

1. From the **Servicing Agency** tab or **Requesting Agency** tab, click the **GT&C** sub-tab. G-Invoicing displays the IAA GT&C Summary page.

2. Click the GT&C number link for the GT&C with the status **Pending Approval**. G-Invoicing displays the agreement details.
3. Click **Mod History** to view the modifications to the GT&C.




G-Invoicing displays the GT&C Modification History List.




You can click either the GT&C number at the top of the GT&C Modification History page or the link in the table to view the differences between the two GT&C.

4. Click the **GT&C#** link to return to the GT&C details.
5. Complete the following at the end of the GT&C:
    - Select the **Servicing Agency Signed** checkbox.
    - Enter the **Servicing Approver Title**.
    - Edit any of the Servicing Agency GT&C Approvals fields, if needed.
6. Click **Approve** to approve the change.

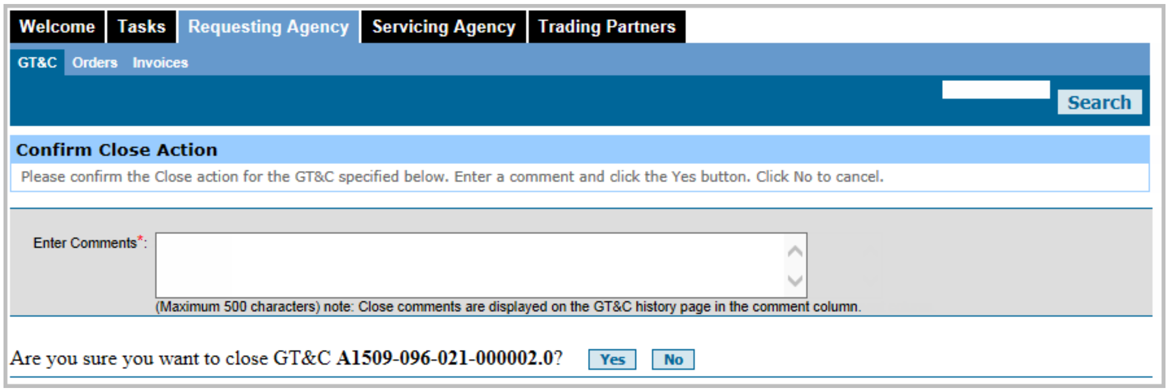
# Closing a GT&C

The Requesting Agency or Servicing Agency can close a GT&C with appropriate permissions. Closure of a GT&C occurs if:

- The GT&C is a single order and the GT&C has an approved order
- The GT&C is a single or multi order with one or more orders that has reached the total maximum of the Total Estimated Agreement Amount to Obligate.
- The Agreement End Date has been reached.
- A nightly, automated process can close the GT&C under the following conditions:$0.00 remaining funds
- Agreement end date has passed
- The GT&C is a single order GT&C with an order in Open status

# How to Close a GT&C:

1. From the Requesting Agency or Servicing Agency tab, click the **GT&C** sub-tab. A list of existing GT&C agreements appear.
2. Click **Close** in the **Action** column of the GT&C you want to close. G-Invoicing displays the Close GT&C dialog.




3. Enter any GT&C information in the **Comments** (Required) box.
4. Select one of the following:
   - Click **Yes** to close the GT&C and return to the GT&C Summary page.
   - Click **No** to leave it open and return to the GT&C Summary page.

# Chapter 5 - Orders

# Overview

The Order section of Form Interagency Agreement (IAA) 7600B provides specific details regarding the items/services the Requesting Agency is purchasing from the Servicing Agency and the related funding information. Only the Requesting Agency can initiate an order from a GT&C.

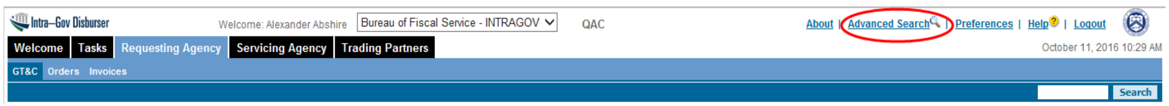
A Requesting Agency creates orders on-line through the G-Invoicing Intragov Disburser module or through an order upload configured in the G-Invoicing Disburser Administration module. In both cases, if subscribed to the *Intragov Order Created or Changed Notification,* G-Invoicing notifies the Servicing Agency of a new order creation or an existing order modification. If subscribed to the *Intragov Order Approval Required Notification,* G-Invoicing notifies Servicing Agency users when an order is available for their review and approval.

The order contains two sections: the Header and the Line Items. The Header contains general information about the trading partners, the associated GT&C, amount, effective date, and payment term information.  The line items enumerate the specific goods or services the agency wants to order.

# Searching for Orders

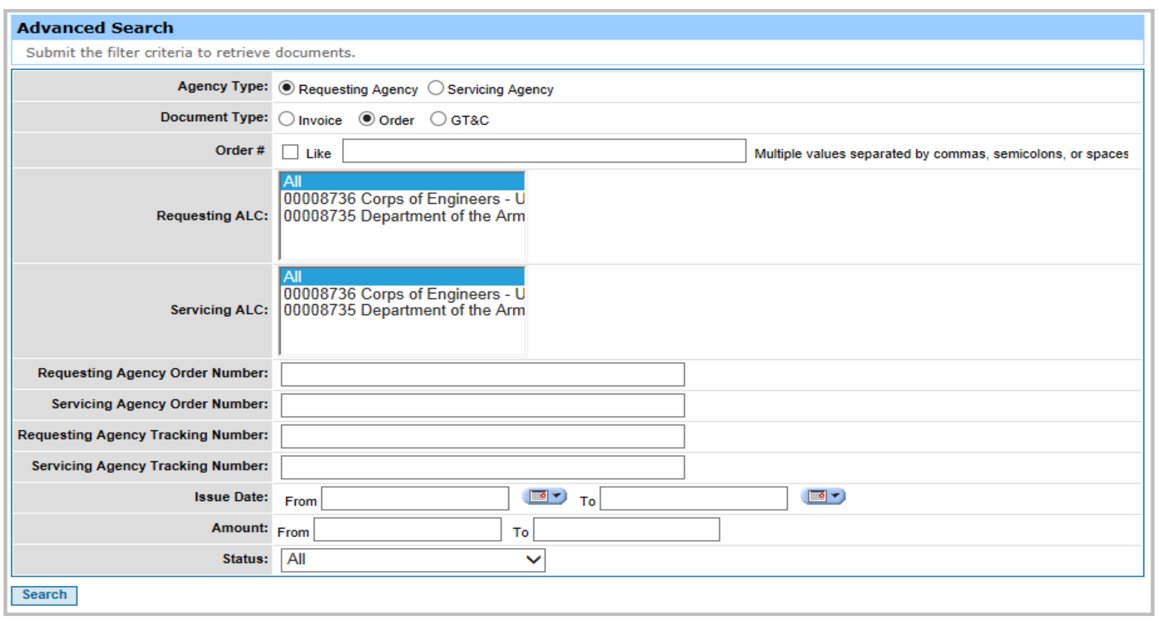
Use Advanced Search to find orders as either the Requesting Agency or Servicing Agency. To perform an Advanced Search on orders, the disburser user must have the Requesting Agency or Servicing Order permissions.

Once you have generated the results, you can download the search results to a spreadsheet program.

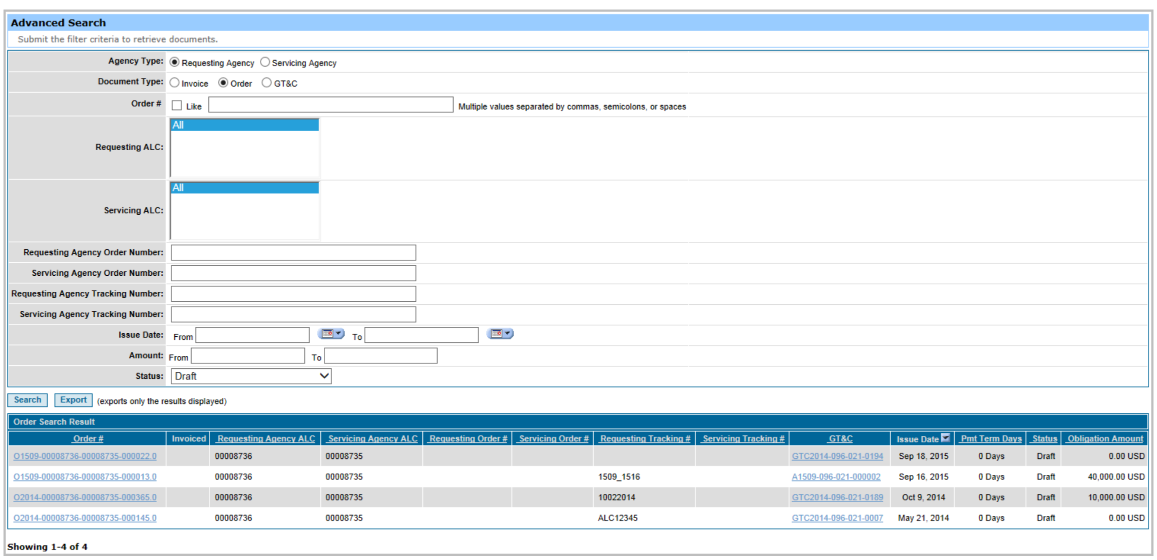



## How to Search for Orders

1. From the G-Invoicing banner, click **Advanced Search**. The Advanced Search page appears.



2. Complete as follows:
    - **Agency Type** – Select Requesting Agency or Servicing Agency.
    - **Document Type** – Select **Order**.
    - **Order #** - Leave blank to return all orders or enter all or part of the G-Invoicing order number.
    - **Requesting ALC** – Select All or a specific ALC.
    - **Servicing ALC** - Select All or a specific ALC.
    - **Requesting Agency Order Number** – Enter the order number entered by the Requesting Agency.
    - **Servicing Agency Order Number** - Enter the order number entered by the Servicing Agency.
    - **Requesting Agency Tracking Number** – Enter the tracking number entered on the GT&C.
    - **Servicing Agency Tracking Number** - Enter the tracking number entered on the GT&C.
    - **Issue Date** – Enter a date range.
    - **Amount** – Enter an amount range.
    - **Status**: Select from the following:
        - All
        - Closed
        - Draft
        - Exception
        - Open
        - Pending Req. Agency Approval
        - Pending Serv. Agency Approval
        - Rejected
3. Click **Search**. G-Invoicing displays the search results.



4. Click **Export** to download the results to a spreadsheet.

   The spreadsheet program contains additional columns, including order and invoice columns associated with the GT&C, as well as PK numbers. The PK fields are internal sequence numbers, which make rows in a database unique.

# Uploading Orders

The Requesting Agency of a fully approved GT&C that has a status of Open for Orders can upload multiple orders into G-Invoicing instead of entering them manually through the Intragov Disburser module's Create Order functionality. The Requesting Agency Disburser Administrator assigned the *Integration Management* permission creates and activates the upload task.

G-Invoicing requires the Requesting Agency include their Funding Official and Program Official approvals in the uploaded order, as the Requesting Agency cannot complete their approvals through the G-Invoicing Intragov Disburser module User Interface (UI).

Once an order successfully uploads into G-Invoicing, the Servicing Agency opens the Orders page through G-Invoicing, completes approvals, and enters the required and optional Schedule Details information. The Servicing Agency cannot make any other modifications to the order. See the topic *How to Enter Schedule Details* on page *62* for field descriptions.

If the Requesting Agency determines a change to an uploaded order is necessary, the Requesting Agency can upload a corrected file. The Requesting Agency cannot make manual changes to an uploaded order through the G-Invoicing Intragov Disburser module UI. When the Requesting Agency uploads a corrected file, the Servicing Agency must re-approve the order.

***Note:*** *G-Invoicing allows users to upload a modified order file with the same order number as the original order. However, the Disburser Administrator can require order modifications contain a higher revision number than the previous version of the order.*

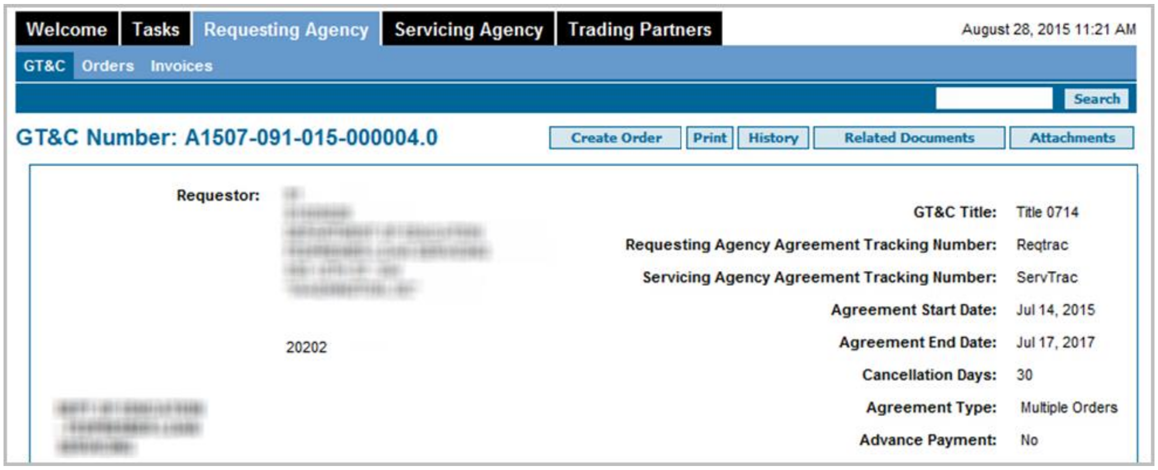
Please reference the G-Invoicing Intragov Disburser Administration User Guide to setup an Order Upload Task.

# Manually Entering Orders

The Requesting Agency can create an Intragov order through the Intragov Disburser module directly from an Open for Orders GT&C.

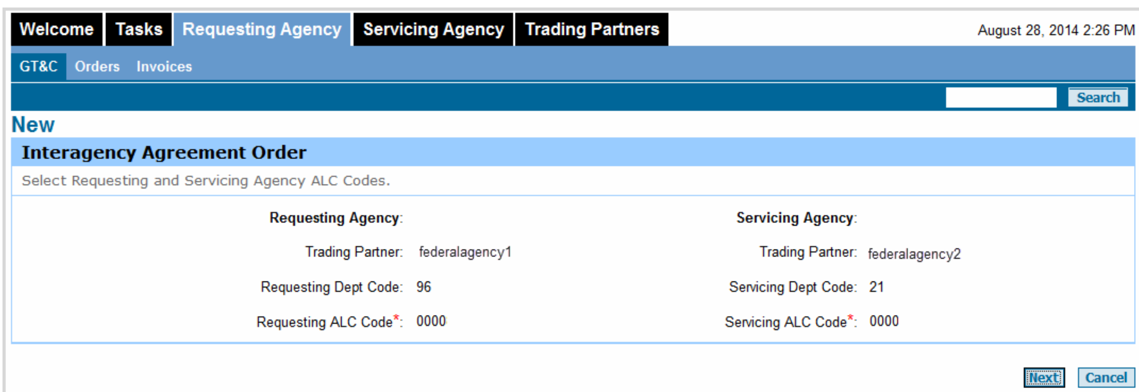
## How to Manually Create a New Order from an Approved GT&C

1. Click the **Requesting Agency** tab. A list of GT&Cs appears.
2. In the GT&C # column, click the link for a GT&C with a status of Open for Orders. The GT&C appears with the watermark "Open for Orders."
3. Click **Create Order** to open the New - Interagency Agreement Order page.

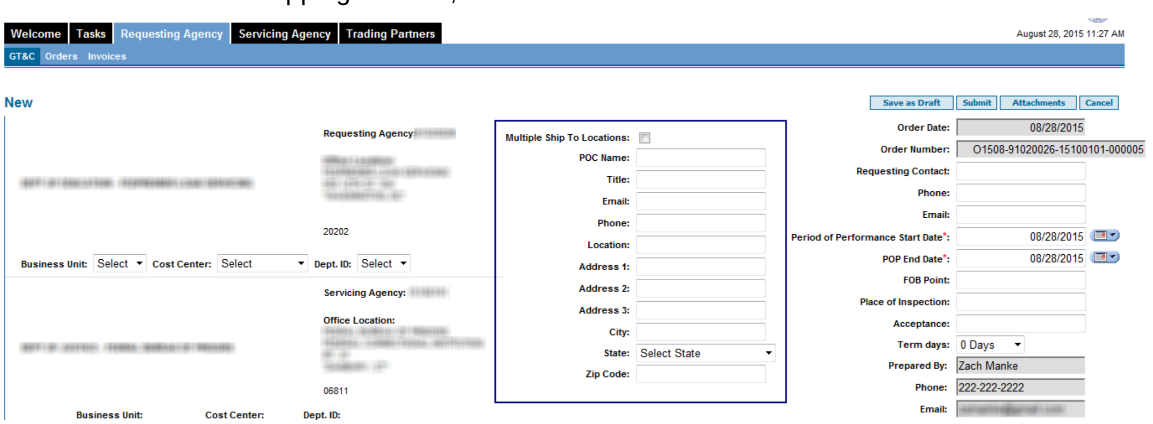



*Upper part of GT&C - Open for Orders*

4. Select the Requesting and Servicing agency ALCs, if not entered on the GT&C and then click **Next** to open the Order form; otherwise click **Cancel** to cancel the order.




5. To add an additional shipping location, use the information in the table below.



| Field Name | Description |
|---|---|
| Multiple Ship To Locations | To add one or more shipping locations for an invoice schedule, select the checkbox.<br>If selected, complete the shipping address information. Shipping data fields are ONLY available at the schedule level. |
| Shipping Data Fields at Order Level | |
| POC Name | Enter the Point of Contact (POC) name of the person responsible for receiving the order shipment. |
| Title | Enter the title of the contact person responsible for receiving the order shipment. |
| Email | Enter the email address of the contact person responsible for receiving the order shipment. |
| Phone | Enter the phone number of the contact person responsible for receiving the order shipment. |
| Location | Enter a description of the delivery location where the item(s).<br>Example: Agency Side Door Loading Dock |
| Address 1 | Enter the address information for delivery of item(s). |
| Address 2 | If necessary, enter additional street address information where the item(s) delivery occurs. |
| Address 3 | If necessary, enter additional street address information where the item(s) delivery occurs. |
| City | Enter the city name for delivery of items. |
| State | Select the State for delivery of items. |
| Zip Code | Enter the zip code for delivery of items. |

6. Complete the identifier information for the Requesting Agency using the information in the table below:

   ***Note:*** *The Disburser Administrator may have configured the following fields as required.*

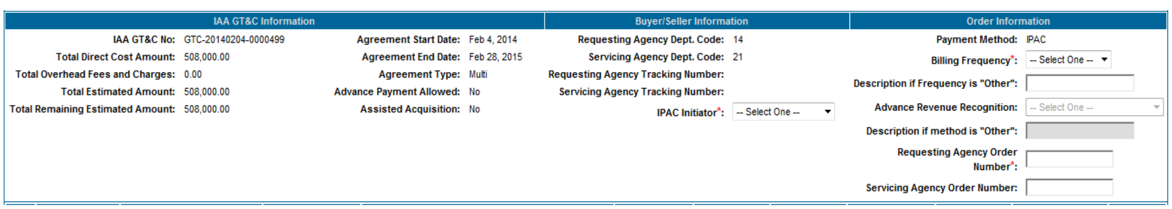
| Field Name | Description |
|---|---|
| Requesting Agency Business Unit | Select a Business Unit from the list box. The list box contains all Business Units entered on the GT&C, filtered to remove Business Units you do not have access to view. |
| Requesting Agency Cost Center | Select a Cost Center from the list box. The list box contains all Cost Centers that were entered on the GT&C, filtered to remove Cost Centers you do not have access to, |
| Requesting Agency Dept. ID | Select a Department ID from the list box. The list box contains all Dept. IDs that were entered on the GT&C, filtered to remove Dept. IDs you do not have access to, |
| Servicing Agency Business Unit | Blank until the Servicing Agency selects a Business Unit from those entered on the GT&C. |
| Servicing Agency Cost Center | Blank until the Servicing Agency selects a Cost Center from those entered on the GT&C. |
| Servicing Agency Dept. ID | Blank until the Servicing Agency selects a Dept. ID from those entered on the GT&C. |

7. Complete the order information using the information in the table below:

| Field Name | Description |
|---|---|
| Order Date | G-Invoicing generated order creation. |
| Order Number | G-Invoicing generated Order number in the following format:<br>O (literal), plus 4 digits for the current year and month, plus 6 digits for the Requesting Agency ALC, plus 6 digits for the Servicing Agency ALC, plus 6 digits for a sequence number, which starts at 1 and increments for every new Order.<br>The sequence number restarts every MONTH at 1.<br>The modification number appears after the decimal and is incremented with each change to the Order. |
| Requesting Contact | Enter the first and last name of the Requesting Agency contact. |
| Phone | Enter the phone number associated with the Requesting Agency contact. |
| Email | Enter the email address associated with the Requesting Agency contact. |

| Field Name | Description |
|---|---|
| Period of Performance (POP) Start Date (Required) | Enter the start date of the performance period, or click the calendar button to browse for the date.<br><br>The Start POP date represents the first date the Servicing Agency fulfills the order and delivers the goods and/or services. The Performance Period may include activities associated with closing out the delivery of goods and/or services.<br><br>***Note:*** *The date must be within the GT&C dates.* |
| POP End Date (Required) | Enter the end date of the performance period, or click the calendar button to browse for the date.<br><br>The End POP date represents the last day the Servicing Agency fulfills the order and delivers the goods and/or services. The Performance Period may include activities associated with closing out the delivery of goods and/or services.<br><br>***Note:*** *The date must be within the GT&C dates.* |
| FOB Point | Enter the location where the transfer of responsibility for the goods occurs. |
| Place of Inspection | Enter the location where inspection of the goods occurs. |
| Acceptance | Enter any criteria needed for the inspection of goods. |
| Term Days | Select the maximum number of days the contact person has to approve an invoice for payment against the order. |
| Prepared By, Phone, and Email | First name, last name, phone number, and email address of the Requesting Agency user creating the order. |

8. Complete the GT&C Information section using the information in the table below:




| Field Name | Description |
|---|---|
| **IAA GT&C Information - Displays information from the GT&C.** | |
| Advance Payment Allowed | Indicates if the agency allows advance payments<br><br>If configured as Yes in the GT&C, the Advance Revenue Recognition (under Order Information) is selectable. |

| Field Name | Description |
|---|---|
| **Requesting Agency / Servicing Agency Information** | |
| IPAC Initiator* (Required) | Choose either the Requesting or the Servicing Agency to initiate the IPAC transfer request. |
| **Order Information** | |
| Payment Method | G-Invoicing defaults to IPAC for all Intragovernmental orders.<br>***Note:*** *Unlike the IAA 7600B form, IPAC is the only payment option.* |
| Billing Frequency* (Required) | Select the billing frequency:<br>• Monthly<br>• Quarterly<br>• Other |
| Description If Frequency is "Other" | If the Requesting Agency selected "Other" in the **Billing Frequency**, enter a description for the frequency. |
| Advance Revenue Recognition<br><br>This field is required if the agency selected "Yes" for Advance Payment on the GT&C agreement. | Identify the Revenue Recognition Methodology that both parties will use to account for the Requesting Agency's expense and the Servicing Agency's revenue as costs incurred by the Servicing Agency in providing the goods and services for this Order against ALL advances for this Order.<br>• **Straight One** – Select if the same amount recognized each month.<br>• **Accrual per work completed** – Select if accruing revenue/expense other than on a straight-line basis.<br>• **Monthly** – Select if basing the accrual on work completed and invoiced on a monthly basis.<br>• **Other** – Select if using another regular period w, such as bimonthly or quarterly. Describe the method in the Description If Method is "Other" text box.<br>You should work closely with the Requesting Agency's and Servicing Agency's Finance staff to complete this information. |
| Description If Method is "Other" | If the Requesting Agency selected "Other" in the Advance Revenue Recognition list, enter a description for the method, such as bimonthly, quarterly, etc. for posting accruals. |

| Field Name | Description |
|---|---|
| Requesting Agency Order Number***** (Required) | Enter the Requesting Agency Standard Document Number (SDN) also known as a Military Interdepartmental Purchase Request (MIPR) or Work Order number.<br><br>The MIPR is the method for transferring funds among U.S. military organizations. It allows performance of multi-organizational cooperative efforts, rather than limiting funding to a single organization. |
| Servicing Agency Order Number | Enter the Servicing Agency Standard Document Number (SDN) also known as a Military Interdepartmental Purchase Request (MIPR) or Work Order number. |

9. Complete the Line item section using the information in the table below:

| Field Name | Description |
|---|---|
| Line No | Line number of the order, sequentially starting at 1<br><br>Uploaded orders can use a different convention. |
| Mod # | If applicable, G-Invoicing displays an incremented number for each order modification. |
| Item Code | Enter the accounting code for the item on the order.<br><br>***Note:*** *This is an internal agency ERP code.* |
| Description* (Required) | Enter a description of the goods or service. |
| Quantity | Total quantity you enter on Schedule Details page. See the topic *Entering Schedule Details* on page 61. |
| Unit Price* (Required) | Enter a unit price for the item.<br><br>Unit Price defaults to $1.00 if this is a Dollar Only order. (Unit of Measure = USD) |

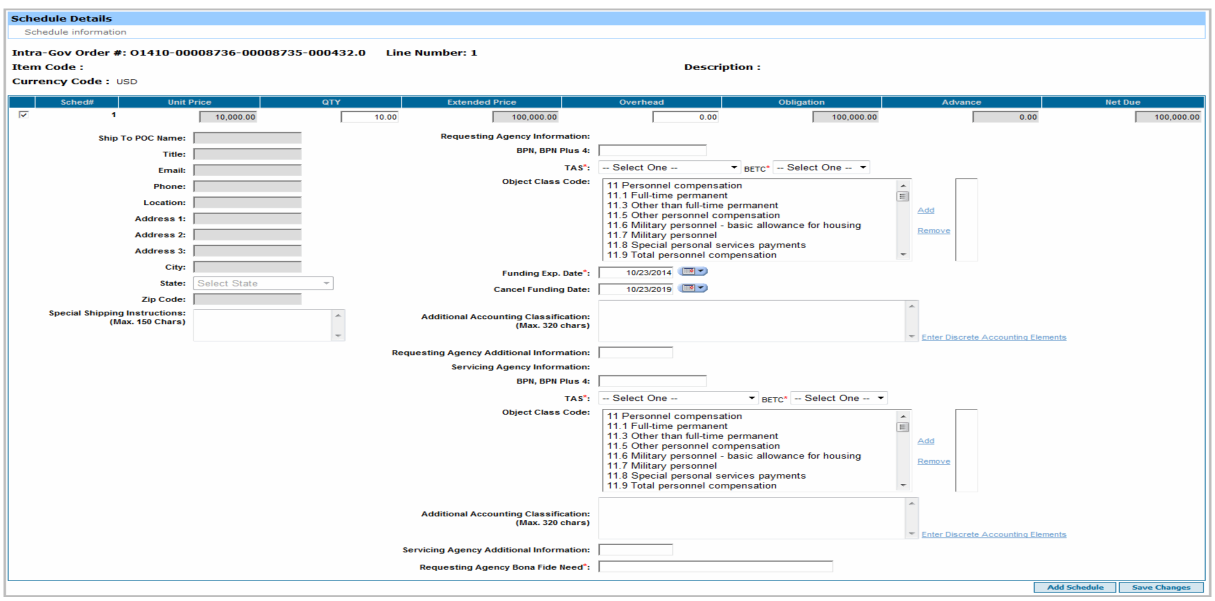
| Field Name | Description |
|---|---|
| Units of Measure | Standard unit or system of units by which a quantity is accounted for and expressed<br>Each UOM is either a goods or a service item.<br>***Note****: Enter the first letter of the UOM to locate it. For example, enter E to quickly locate Each as the UOM.*<br>The DLR (Dollar Only) UOM allows Requesting Agencies to issue orders with an order line that only specifies the total dollar amount, without regard for unit price. G-Invoicing uses the default value of 1.00 times the quantity entered at the Schedule level to calculate the Extended Price of the item.<br>On the Servicing Agency side: G-Invoicing only displays a value in the Extended Price field<br>For example, if the value of the service is $10,000, G-Invoicing displays $10,000 in the Extended Price field and displays no value in either the Quantity or Unit Price fields. |
| Extended Price | Quantity * (times) the Unit Price |
| Overhead | Business expenses excluding or unrelated to direct labor, direct materials, or third-party expenses billed directly to the Requesting Agency. |
| Obligation | Expected payment amount once invoicing on the order line completes. It is the sum of the Extended Price and Overhead. |
| Advance Amount | When a GT&C allows advances, G-Invoicing allows the entry of an advance amount on each line on an order under that GT&C. The order contains an advance line with an amount equal to the sum of all line item advance amounts. G-Invoicing automatically creates an invoice for the advance amount when the Requesting Agency submits the order. |
| Net Due | Net amount due for this order once the order line is fully invoiced<br>It is the difference between the Obligation and Advance Amount. |
| Severable Flag* (Required) | Select a flag from the list:<br>• Severable – Services that are continuing and ongoing, such as help-desk support, janitorial services, for which the agency receives a benefit each time the service renders.<br>• Non-Severable – Work that results in a final product and for which a benefit occurs only when the entire project is complete, such as systems design.<br>• Non Applicable |

| Field Name | Description |
|---|---|
| Schedules | Click **Schedules** to open the Schedule Details page. The Schedule Details page is where you enter Quantity. See the topic *Entering Schedule Details* on page 61 for further instructions. |
| **Order Summary** | |
| Total Obligation | Total obligation for all lines on the order |
| Total Advance | Total advance payment for all lines on the order. |
| Total Net | Total net amount due on the order<br>It is the total obligation minus the advance payment. |

10. Click **Add Lines** to enter additional items to the order, using the information in step 8.
11. In the **Comments** box, enter information about this order.
12. Select one or more of the following options:
    - **Attachments** - Click to add a document to the order.
    - **Save as Draft** - Click to save the order as a draft, if you are not ready to submit it to the Servicing Agency.
    - **Submit** - Click to submit the order to the Servicing Agency.
    - **Cancel** - Click to cancel the order.

# Entering Schedule Details

The Requesting Agency uses the Schedule Details page to complete the schedule information for the order at the line level, depending on the number of Ship To locations needed.




*Schedule Details Page*

The Schedule Details page displays the following information in the header:

| Field Name | Description |
| --- | --- |
| Intragov Order # | G-Invoicing generated Intragov order number. |
| Line Number | Line number of the item requested on the order associated with the schedule. |
| Item Code | Accounting code for the item that is on the order line |
| Description | Description of the good or service item on the order line |
| Currency Code | Currency code associated with the order amounts<br>United States Dollars (USD) is the default. |
| **Schedule Details – Line Item** | |
| Sched# | Selected order schedule number. |
| Mod # | If an Order modification exists, G-Invoicing displays the modification number. |
| Unit Price | Cost for a service or for goods. |

## How to Enter the Schedule Details

1. From the New – Orders page, click the **Schedule** link associated with a Line item to open the Schedule Details page.
2. Use the information in the table below to view or enter Schedule line information:

| Field Name | Description |
| --- | --- |
| **Schedule Details – Line Item** | |
| QTY | Enter the quantity required as the scheduled amount. If the quantity is blank, G-Invoicing defaults to 1.<br>If this is a Dollar Only Order, QTY is equal to the extended price and Unit Price is equal to $1.00. |
| Extended Price | G-Invoicing displays the Extended Price. It is the quantity entered multiplied by the Unit Price. |
| Overhead | Enter the business expenses excluding or unrelated to direct labor, direct materials, or third-party expenses billed directly to the Requesting Agency. |
| Obligation | G-Invoicing displays the amount owed on the order. It is the Extended Price plus Overhead. |
| Advance | This field is required if Advance Payments is allowed in the GT&C.<br>See How to Add an Advance Payment on page 70. |
| Net Due | G-Invoicing displays the net due amount. It is the QTY multiplied by the Unit Price minus Advance Payment Amount, if supplied. |
| **Schedule Details – Line Item** | |

| Field Name | Description |
|---|---|
| Ship To POC Name, Title, Email, Phone, Location, Address 1, 2, 3, City, State, Zip Code | Enter the Point-of-Contact (POC) name and address information for the shipping location of the order items, if you selected the Multiple Ship to Locations checkbox on the order detail page.<br>***Note**: G-Invoicing displays the point of contact name and address information, if you entered it on the order detail page, but you can edit these fields.* |
| Special Shipping Instructions | Enter special shipping instructions.<br>Maximum length is 150 alphanumeric characters. |

3. Add the Requesting Agency Information using the information in the table below:

| Field Name | Description |
|---|---|
| Requesting Agency BPN, BPN Plus4 | Type the BPN (Business Partner Number) code.<br>Maximum length is 30 alphanumeric characters.<br>The BPN is the source for trading partner information. The BPN compliments the System for Award Management (SAM) and helps identify trading partners at the level in an agency where reimbursable business occurs. It identifies the specific unit within an agency that is requesting or receiving the goods or services. G-Invoicing does not validate against System for Award Management (SAM) data.<br>***Note**: BPN is the standard name for this data element; however, this may be a trading partner's DUNS or the Department of Defense Activity Address Code (DoDAAC)* |
| Requesting Agency TAS, BETC (Required) | Select the TAS (Treasury Account Symbol) and BETC (Business Event Type Code). G-Invoicing limits the BETC value selection by transaction type:<br>• Collection limited to Credit BETC<br>• Payment limited to Debit BETC<br>The TAS is a grouping of three specific Treasury funding-related codes that identify specific Treasury accounts using receipt, appropriation, expenditure, and other fund account symbols and titles as assigned by the Department of the Treasury and Office of Management and Budget.<br>The BETC is an eight-character code used in the Central Accounting Reporting System (CARS) to indicate the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). This code must accompany the TAS and the dollar amounts to classify the transaction against the fund balance with Treasury. |

| Field Name | Description |
|---|---|
| Object Class Code | Select an object class code from the list and click add to move it to the list box to the right.<br><br>The Federal Government uses an Object Class Code to record its financial transactions according to the nature of the services provided or received when obligations first incur. |
| Funding Exp. Date (Required) | Select the last date the funding can be obligated.<br><br>This is the last date you can make payments against obligated funds. The default is five years from the Funding Expiration Date.<br><br>This does not apply to No-Year Funds (funds provided without fiscal year limitations). The Availability Type field on the Standard Line of Accounting (SLOA) Edit/Entry page indicates if it is a No-Year Fund. |
| Cancel Funding Date | For each line, enter the date (Month, Day, and Year) that the Requesting Agency's funds will cancel for this Order Line. The cancellation date is the fifth year from the expiration date (the last date of payment disbursement).<br><br>For example, if "09-30-2009" is the last year the funds will be available for obligation, then the Requesting Agency will have a cancellation date of "09-30-2014." This does not apply to No-Year Funds. |
| Additional Accounting Classification | Add the Standard Line of Accounting (SLOA) Entry/Edit page into this text box or click the **Enter Discrete Accounting Elements** link to display the SLOA in the text box. |
| Enter Discrete Accounting Elements | Click the link to open the Standard Line of Accounting (SLOA) Entry/Edit page. For information on completing this page, see the topic *Entering Standard Line of Accounting Information* on page 65. |
| Requesting Agency Additional Information | Enter the Requesting Agency Accounting Classification Reference Number (ACRN).<br><br>Maximum length is 12 alphanumeric characters.<br><br>The ACRN comprises first of ten elements in a line of accounting. The two-digit ACRN identifies each separate line of accounting classification data on a document citing fund usage to ensure that the expenditure properly matches the corresponding obligation. Assign an ACRN to each line of accounting classification data starting with "AA." When there is only one line of accounting classification data, the ACRN is "AA." Assign alphanumeric ACRNs when alpha codes are exhausted. The alpha characters "I" and "O" are not used because these characters can be confused with '0" and "1". Duplication of ACRNs does not occur within the same funding document. |

4. Add the Servicing Agency Information using the information in the table below.

| Field Name | Description |
|---|---|
| **Servicing Agency Information** | |
| Servicing Agency: BPN, BPN Plus4 | Type the BPN (Business Partner Number) code.<br>Maximum length is 30 alphanumeric characters. |
| Servicing Agency: TAS, BETC (Required) | Select the TAS (Treasury Account Symbol) and BETC (Business Event Type Code).<br>G-Invoicing limits the BETC value selection by transaction type:<br>• Collection limited to Credit BETC<br>• Payment limited to Debit BETC |
| Servicing Agency: Object Class Code | Select an object class code from the leftmost list box and add it to the list box to the right. |
| Servicing Agency: Additional Accounting Classification | Add the Standard Line of Accounting (SLOA) Entry/Edit page, click the **Submit** button, or click the **Enter Discrete Accounting Elements** link to display the completed SLOA in the text box. |
| Servicing Agency: Enter Discrete Accounting Elements | Click the link to open the Standard Line of Accounting (SLOA) Entry/Edit page. For information, see the topic. |
| Servicing Agency: Additional Information | Enter the Servicing Agency Accounting Classification Reference Number (ACRN).<br>Maximum length is 12 alphanumeric characters. |
| Requesting Agency: Bona Fide Need (Required) | Describe a legitimate need arising in the fiscal year for making the appropriation. This description can be, in the form of a statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), or other requirements document.<br>Maximum length is 150 alphanumeric characters. |

5. Select one of the following:
   - Click **Save Changes**
   - Click **Add Schedule** to add another schedule line.

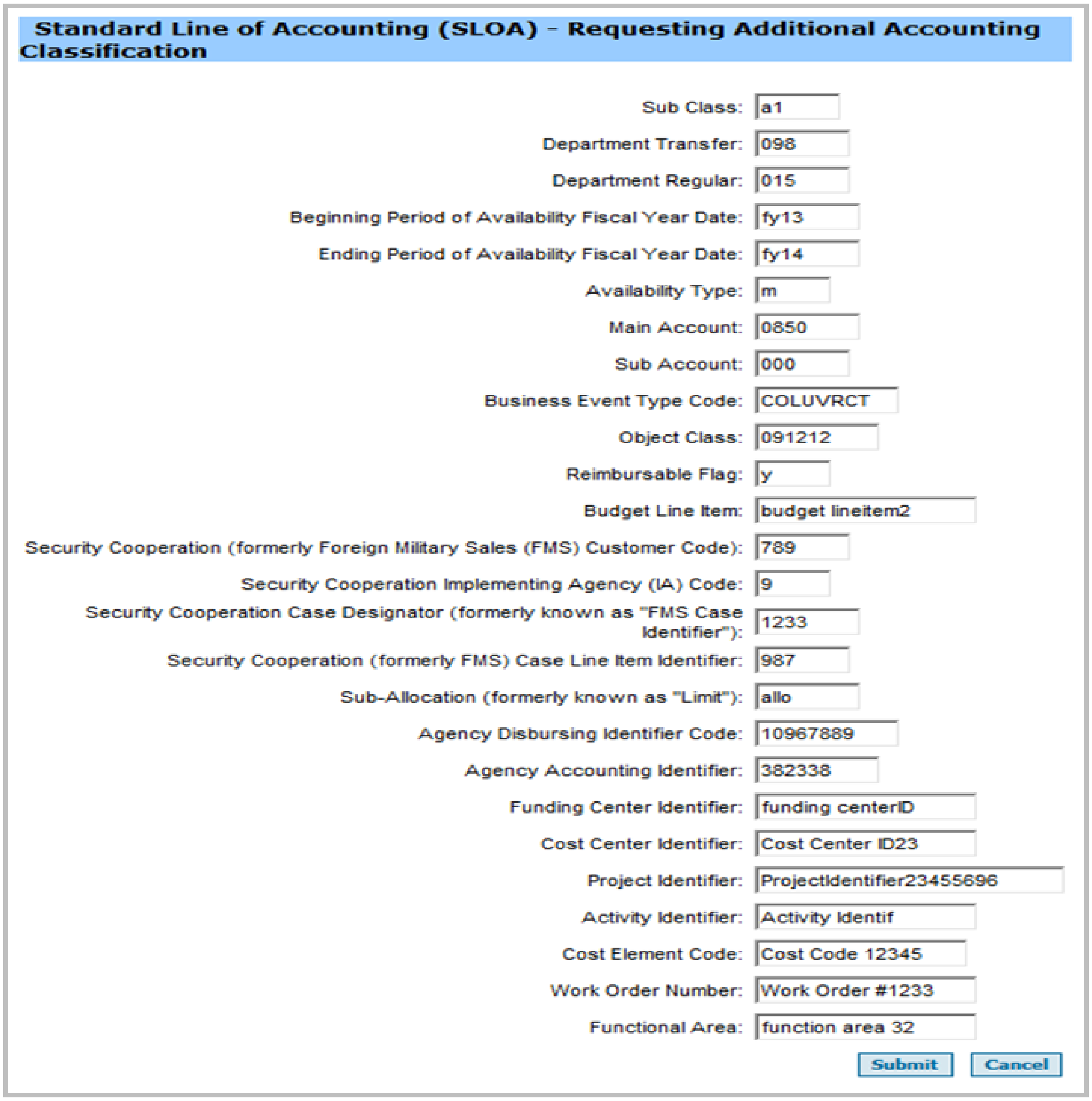
## Entering Standard Line of Accounting (SLOA) Information

Use the Standard Line of Accounting (SLOA) Entry/Edit page to enter or edit identification codes used by the Requesting Agency or the Servicing Agency. The SLOA's variable length and alphanumeric codes provide a uniform system of reference information to the agency's original obligating document and verify that billings are properly charged. Shown on all purchase requests, resulting obligation and expenditure documents, SLOA codes convey key accounting information, such as the department within the agency using the funds; the specific appropriation charged for the purchase of goods/services; the organization responsible for accounting and reporting of the obligation and payment; and the payment type for the specific transaction.

**Comment** clarificatio can choos they choos enter their

**Comment** in here tha DoD Acco that these optional fie if need be

The SLOA page contains fields detailing the fiscal year dates, accounting codes, and agency disbursing identification. This document allows G-Invoicing to pass two lines of accounting information to IPAC, one line for the Requesting Agency and one line for the Servicing Agency.




*SLOA with data*

## How to Enter Discrete Accounting Elements

1. From the New – Orders page, click the **Schedule** link associated with a Line item to open the Schedule Details page.
2. Click **Enter Discrete Accounting Elements** link next to the Additional Accounting Classifications text box. The SLOA – Requesting Additional Accounting Classification window opens.
3. Use the information in the following table to enter the field information (enter as either the Requesting Agency or Servicing Agency:

| Field Name | Description | Source Reference |
|---|---|---|
| Sub Class | Enter an alphanumeric code with a maximum length of two characters. The code groups the appropriate transactions according to the purpose for which the funds are used. | A7 in SFIS (Standard Financial Information Structure); Grouping of a transaction type<br><br>e.g. 46 Payments from Current Appropriations for Obligations of Closed Accounts<br><br>Also known as Sub-Level Prefix (SP) |
| Department Transfer | Enter a three-character alphanumeric code that identifies the federal agency of obligation authority to another agency. | Such as, A2 in SFIS; A transfer of obligation authority from DOD<br><br>e.g. 089; Also known as Allocation Transfer Agency Identifier (ATA) |
| Department Regular | Enter a three-character U.S. Treasury designated alphanumeric code for one or more fund accounts established and maintained by the Treasury. | A1 in SFIS<br><br>e.g., 021 Army, 017 Navy, 057 Air Force |
| Beginning Period of Availability (BPOA) Fiscal Year Date | Enter four-character numeric code that identifies the first year of availability under law that an account can incur new obligations in annual and multi-year accounts. | A27 in SFIS<br><br>e.g., 2012 |
| Ending Period of Availability (EPOA) Fiscal Year Date | Enter a four-character numeric code that identifies the last year of availability under law that an account can incur new obligations in annual and multi-year accounts. | A28 in SFIS<br><br>e.g., 2012 |
| Availability Type | Enter a TAS component, a single alphanumeric code that identifies no-year TAS, clearing/suspense TAS, and canceled TAS. This field is blank for TAS that has a beginning and ending period of availability and unavailable receipt TAS. | A24 in SFIS<br><br>e.g., X=No-year Treasury Account Symbol (TAS) |
| Main Account | Enter a four-character alphanumeric code that represents specific appropriation or fund account established by the U.S. Treasury for expenditure or receipt authority issued by the U.S. Congress. | A3 in SFIS; Synonymous with Basic Symbol, Appropriation Symbol<br><br>e.g., 4930 |

| Field Name | Description | Source Reference |
|---|---|---|
| Sub Account | Enter a three-character alphanumeric code that specifies subsidiary level accounts associated with the main account of the TAFS. The Sub-Account indicates a series of subsidiary level receipt accounts or represents special subsidiary level accounts requested for use by an agency and approved by the U.S. Treasury. Sub-account balances aggregate to the main account balance. The Sub Account has the potential for several relationships to the Main Account. | A4 in SFIS; Indicates the relationship to the Main Account<br><br>e.g., 002 |
| Business Event Type Code (BETC) | Enter an eight-character alphanumeric code that denotes the type of financial activity, such as payments, collections, borrowing, etc., reported in the Government-wide Accounting and Reporting (GWA) system. BETC replaces the Treasury's transaction codes and standard sub-classes currently used on central accounting reports. | T20 in SFIS; Replaces transactions codes<br><br>e.g., DISB – Disbursement |
| Object Class | Enter a six-character alphanumeric code that classifies expenses based on the nature of the services, articles, or other items for which the federal government expends funds. | B6 in SFIS; Will initially be implemented at the three-digit level as in SFIS with room to expand to six<br><br>e.g., 252 |
| Reimbursable Flag | Enter a single alphabetical code that designates expenditures incurred for a designated TAFS account that are reimbursable to the account. | A9 in SFIS; Examples: Direct, (D) or Reimbursable (R) Code, |
| Budget Line Item | Enter a 16-character alphanumeric code that further sub-divides the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Line.<br><br>For military personnel, value is Budget Sub-Activity (BSA) plus Budget Line Item (BLI). | B4 in SFIS; Further subdivides the Treasury Account Fund Symbol below sub-activity<br><br>e.g., 111 |

| Field Name | Description | Source Reference |
|---|---|---|
| Security Cooperation (formerly Foreign Military Sales (FMS) Customer Code) | Enter a three-character alphanumeric code that specifies the country, customer, or U.S. program receiving goods or services. | T21 in SFIS; Security Cooperation (SC) Customer<br>The country, customer, or U.S. program receiving the product/service |
| Security Cooperation Implementing Agency (IA) Code | Enter a single alphabetical code that identifies the agency executing the Bureau of Fiscal Service sale. | T27 in SFIS; Identifies the U.S. military department or agency that is executing the sale on behalf of the U.S. Government<br>e.g., B=Army, D=Air Force, P=Navy |
| Security Cooperation Case Designator (formerly known as “FMS Case Identifier”) | Enter a four-character alphanumeric code that Identifies the Bureau of Fiscal Service or Security Cooperation contractual sales agreement between countries. | T22 in SFIS;<br>e.g., UAK |
| Security Cooperation (formerly FMS) Case Line Item Identifier | Enter a three-character alphanumeric code that identifies a detailed line item requirement contained within the Letter of Offer and Acceptance. | T23 in SFIS; Security Cooperation (SC) customer; Identifies a detailed line-item requirement<br>e.g., 001 |
| Sub-Allocation (formerly known as “Limit” | Enter a four-character numeric code that identifies an organization to which funds were sub-allocated.<br>Use of this data element is exclusive to sub-allocation purposes, useful for Financial Reporting. | e.g.,2054 |
| Agency Disbursing Identifier Code | Enter an eight-character identification number that indicates the authority to receive and disburse public funds and issue checks on the United States Treasury. | O2 in SFIS; Synonymous with Treasury DSSN definitions for each disbursing office<br>e.g., 1700 |
| Agency Accounting Identifier | Enter a six-character numeric code that identifies accounting system responsible for the accounting event. | O3 in SFIS; Fiscal Station Number; Comptroller defined, e.g., 021001 |

| Field Name | Description | Source Reference |
|---|---|---|
| Funding Center Identifier | Enter a 16-character alphanumeric code that delineates a defined responsibility area within an organizational unit to which you assign a budget authority. | Cost Object/Cost Accounting (CA) section in SFIS, e.g., Air Force = OAC, OBAN |
| Cost Center Identifier | Enter a 16-character alphanumeric code that delineates a defined responsibility area where costs incur. | CA section in SFIS, e.g., Navy = BCN |
| Project Identifier | Enter a 25-character alphanumeric code that indicates a planned undertaking of work or product having a finite beginning and end. | CA section in SFIS, e.g., Army = WBS |
| Activity Identifier | Enter a 16-character alphanumeric code that specifies a linked series of events, tasks, or units of work required to achieve a specific objective. | CA section in SFIS, e.g., Army = Activity/Network |
| Cost Element Code | Enter a 15-character alphanumeric code that classifies an organization's revenues, expenses, or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost, it is agency specific and not enterprise-level. | CA section in SFIS, e.g., Army = Commitment Item |
| Work Order Number | Enter a 16-character alphanumeric code that identifies an individual unit of work, batch, or lot of a distinct product or service. | CA section in SFIS, e.g., Army = Internal Order, Air Force = Job Order |
| Functional Area | Enter a 16-character alphanumeric code that designates a logical division of an organization's business operations. | CA section in SFIS, e.g., Army = Functional Area, Air Force = Budget/Project |

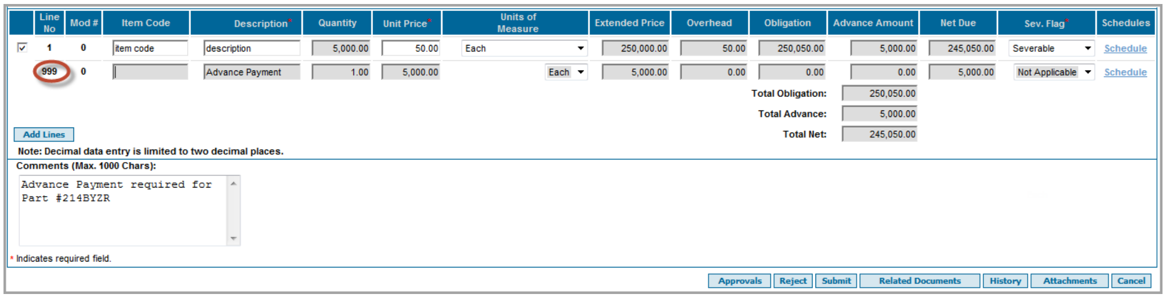
4. Click **Submit**.

   G-Invoicing populates the Additional Accounting Classification text box with the SLOA information.

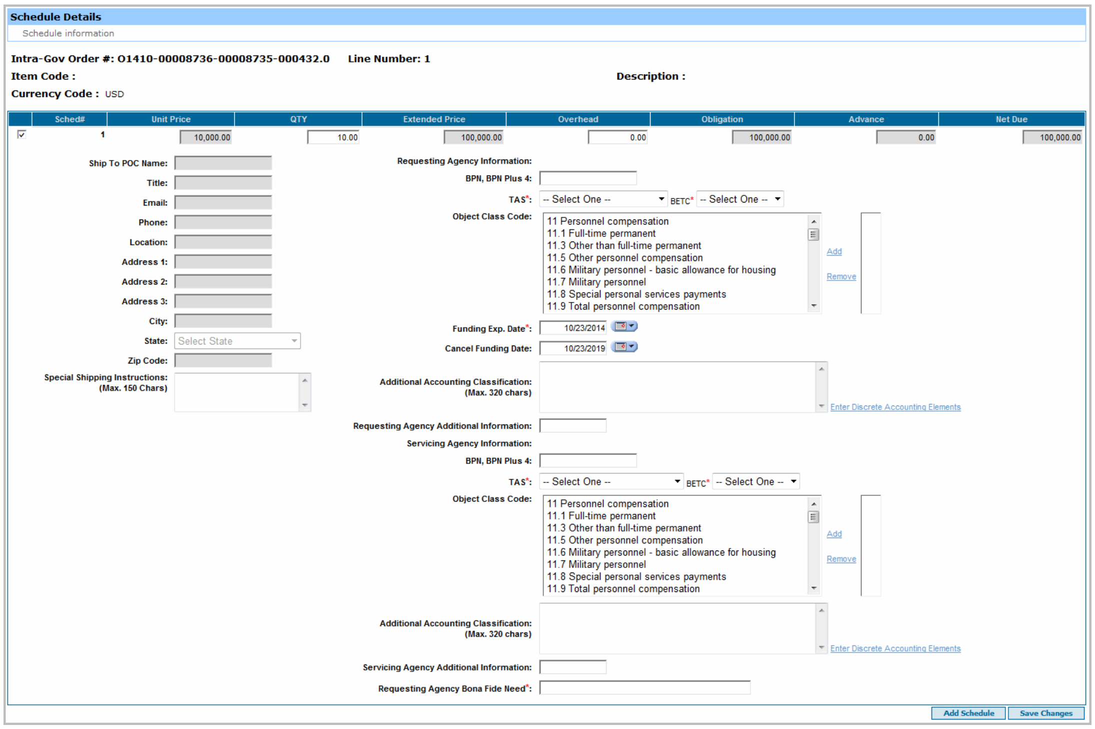
# How to Add an Advance Payment

If the Requesting Agency selected "Yes" for Advance Payment in the GT&C, when the Requesting Agency creates an order, G-Invoicing adds Advance Payment to the order as a separate line, requiring a schedule. G-Invoicing assigns the line number 999 to Advance Payment orders. A line item number of 999 easily differentiate advance payments lines from regular order lines.

1. Complete the steps for *Manually Creating an Order* starting on page 53.
2. Scroll to the Line level section of the Order.




3. Click **Schedule** for the order line item #999 to open the Schedule Details page.

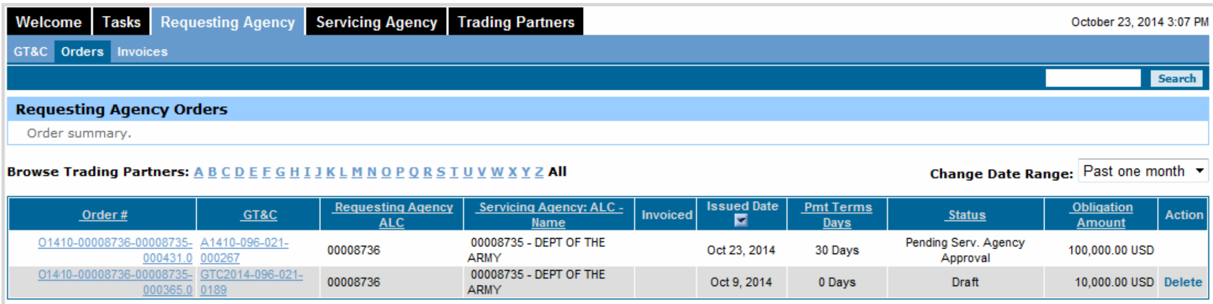



4. In the Requesting Agency Information section, do the following:
   - Type the **BPN, BPN plus 4**, up to 30 alphanumeric characters.
   - Select the **TAS, BETC** (Required) from the list box. G-Invoicing limits the BETC value selection by transaction type:
     - Collection limited to Credit BETC
     - Payment limited to Debit BETC
   - Enter the funding expiration date in **Funding Exp. Date** (Required).
5. In the Servicing Agency Information section, do the following:
   - Type the **BPN, BPN plus 4**, up to 30 alphanumeric characters.
   - Select the **TAS, BETC** (Required) from the list. G-Invoicing limits the BETC value selection by transaction type:
     - Collection limited to Credit BETC
     - Payment limited to Debit BETC
6. Click **Save Changes**.

# Viewing Order Details

The Requesting Agency and Servicing Agency can view all their orders from the Orders sub-tab. The summary page provides a search feature and date range. To access the summary page, click the Orders sub-tab and then change the Date Range and/or Browse to access the list of orders.

*Note: G-Invoicing saves your search criteria for the duration of a session.*



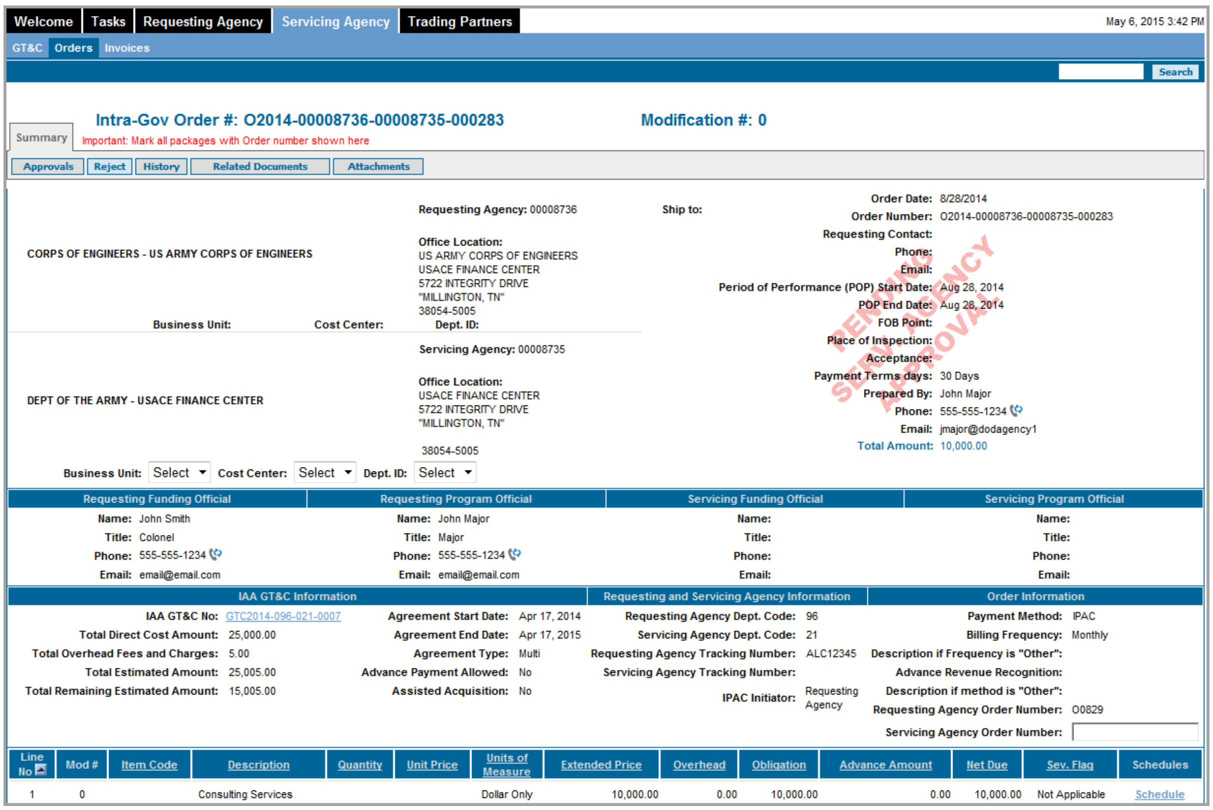

*Requesting Agency Orders Page*

The information in the table below describes the Orders summary page.

| Column Name | Description |
|---|---|
| Order # | G-Invoicing-generated number assigned to the order. Click to view the order. |
| GT&C | GT&C associated with the order. Click the link to view a GT&C. |
| Requesting Agency ALC | The order's associated Requesting Agency's Agency Location Code (ALC). |
| Servicing Agency: ALC-Name | The order's associated Servicing Agency's Agency Location Code (ALC), followed by the Servicing Agency's name. |
| Invoiced | If the order has associated invoices, G-Invoicing displays a check mark. Otherwise, the column is empty. |
| Issued Date | Issue date of the order |
| Pmt Terms Days | Maximum number of days (entered on the order) the contact person has to approve an invoice for payment. |
| Status | Status of the order:<br>• Draft — Indicates the order is in draft status<br>• Open — Indicates the order is open and can be invoiced<br>• Pending Requesting Agency or Servicing Agency Approval — indicates that the Requesting Agency (buyer) or Servicing Agency must approve the order<br>• Closed — Indicates the order is closed<br>• Rejected — Indicates order rejection by either the Requesting or Servicing Agency |

| Column Name | Description |
|---|---|
| Obligation Amount | The dollar amount due on the order inclusive of any overhead amount and advance amount already paid. |
| Action | • Close - The Requesting Agency clicks Close to close the order and access the Confirm Close Action page<br>This action requires Requesting Agency: Approve, Reject, Close Orders permission.<br>• Delete – The Requesting Agency clicks Delete to delete the order<br>This action requires Requesting Agency: Create, Edit, Delete, Modify Orders permission. |

The Requesting and Servicing Agency use the Order Details page to view the details of an order before approving it or before creating an invoice. You can access the Order Details page from the Requesting or Servicing Agency tab > Orders sub-tab.




*Order Details Page*

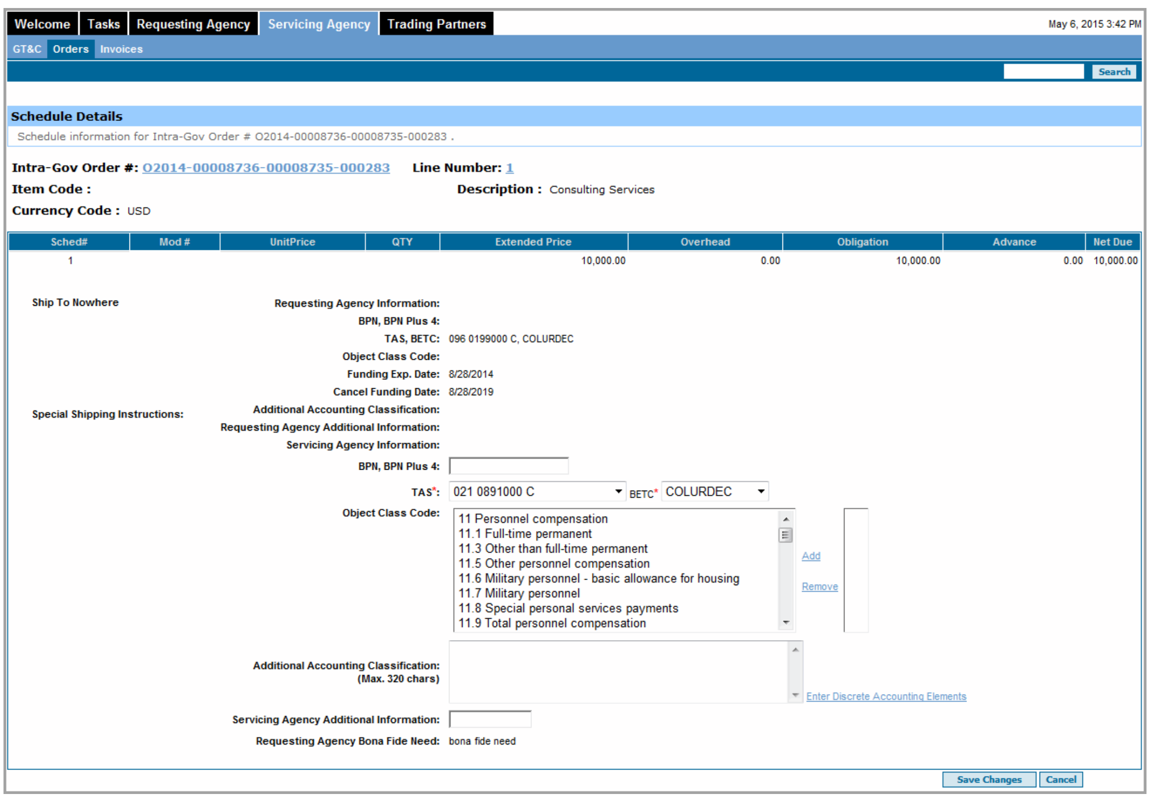
The information in the table below describes the Order Details page for an order approved by both agencies and in an 'Open' Status.

| Field Name | Description |
|---|---|
| Intragov Order # | G-Invoicing-generated number assigned to the order. |
| Modification # | The number of times the order changed since initial approval. If modifications do not exist, the field displays 0. |

| Field Name | Description |
|---|---|
| **Summary Section** | |
| History button | To view the Order Audit Trail page, click History. The Audit Trail displays the orders past approvals and modifications. |
| Related Documents button | To view the Order Related Documents page, click Related Documents. The Related Document page displays the order's associated GT&C Agreements and invoices. |
| Create Invoice button | To create a new invoice from the order, click Create Invoice. |
| Header Changes button | To view Header Change Details, click Header Changes. This button only displays if a modification exists on an 'Open' order. |
| Attachments button | To view attachments added to the order by the Requesting Agency, click Attachments. |

# How to View the Details of an Order Schedule

1. From the Servicing Agency or Requesting Agency tab, click the **Orders** sub-tab. G-Invoicing displays the Order Summary page.
2. In the **Order #** column, click the order to view. The Order Details page appears.
3. In the Line Item area, click the **Schedule** link in the row of the item to view. The Schedule Details page appears. If the order is in a Pending Servicing Agency Approval status, the Servicing Agency can enter/change the TAS, BETC, and other Servicing Agency fields. If the order is in an Open status, all the fields are read-only.



The information in the table below describes some of the elements on the Schedule Details page.

| Field Name | Description |
|---|---|
| **Schedule Detail - Header** | |
| Intragov Order # | Order number associated with invoice. Click the number to view details on the Order. |
| Line Number | The line number selected from the order. Click the link to open the order for the Line Number. |
| Item Code | The Item Code associated with the Line Number. |
| Description | Description associated with the Line Number. |
| Currency Code | USD (default for Intragov transactions) |
| **Schedule Detail - Line Item** | |
| Sched# | Schedule item number |
| Mod # | Line modification number |
| Unit Price | Cost for a service or goods |
| QTY | Number of units |
| Extended Price | Unit Price multiplied by Quantity |
| Overhead | Business expenses excluding or unrelated to direct labor, direct materials, or third-party expenses that are billed directly to the Requesting Agency |
| Obligation | Amount owed on the order. Extended Price plus Overhead |
| Advance | Advance payment amount<br>Only displayed, if Advance Payment is Yes on the GT&C. |
| Net Due | Net amount due on the order |
| Ship To POC Name | Ship to name |
| Title, Email, Phone, Location, Address 1, 2, 3, City, State, Zip Code | Ship to information |
| Special Shipping Instructions | Shipping instructions |

| Field Name | Description |
|---|---|
| BPN, BPN Plus 4 | The Requesting Agency Business Partner Number (BPN) identification code<br>***Note****: BPN is the standard name for this data element; however, this may be a trading partner's DUNS or the Department of Defense Activity Address Code (DoDAAC)* |
| TAS, BETC | Requesting Agency's Treasury Account Symbol (TAS), Business Event Type Code (BETC) |
| Object Class Code | Requesting Agency's Object class code |
| Requesting Agency Additional Information | Requesting Agency's Accounting Classification Reference Number (ACRN)<br>This comprises first of the ten elements in a line of accounting matched to the corresponding obligation. |
| Servicing Agency BPN, BPN Plus 4 | Servicing Agency Business Partner Network (BPN) identification code<br>The Servicing Agency can modify this field before both approvals made and the order goes into an Open status. |
| TAS, BETC | Servicing Agency's Treasury Account Symbol (TAS), Business Event Type Code (BETC)<br>The Servicing Agency can modify this field before both approvals complete and the order goes into an Open status.<br>***Note:*** *The information in the TAS and BETC field populates the Servicing Agency's SLOA page.* |
| Object Class Code | Object class code for the Servicing Agency<br>The Servicing Agency can modify this field before both approvals made and the order goes into an Open status. |
| Additional Accounting Classification | Standard Line of Accounting (SLOA) Entry/Edit page<br>If the order's status is not Open, the Servicing Agency can modify this field and can access the Standard Line of Accounting (SLOA) – Servicing Additional Accounting Classification window by clicking Enter Discrete Accounting Elements. |
| Servicing Agency Additional Information | Servicing Agency's Accounting Classification Reference Number (ACRN), which comprises first of the ten elements in a line of accounting<br>The Servicing Agency can modify this field before both approvals made and the order goes into an Open status. |
| Requesting Agency Bona Fide Need | The justification for requesting the order |

## Adding an Attachment to an Order as the Requesting Agency

To add an attachment

to an order, the file must comply with the following:

- File name must be no more than 132 characters
- File size cannot exceed 10MBs
- Number of attachments cannot exceed limit set by the Disburser Administrator

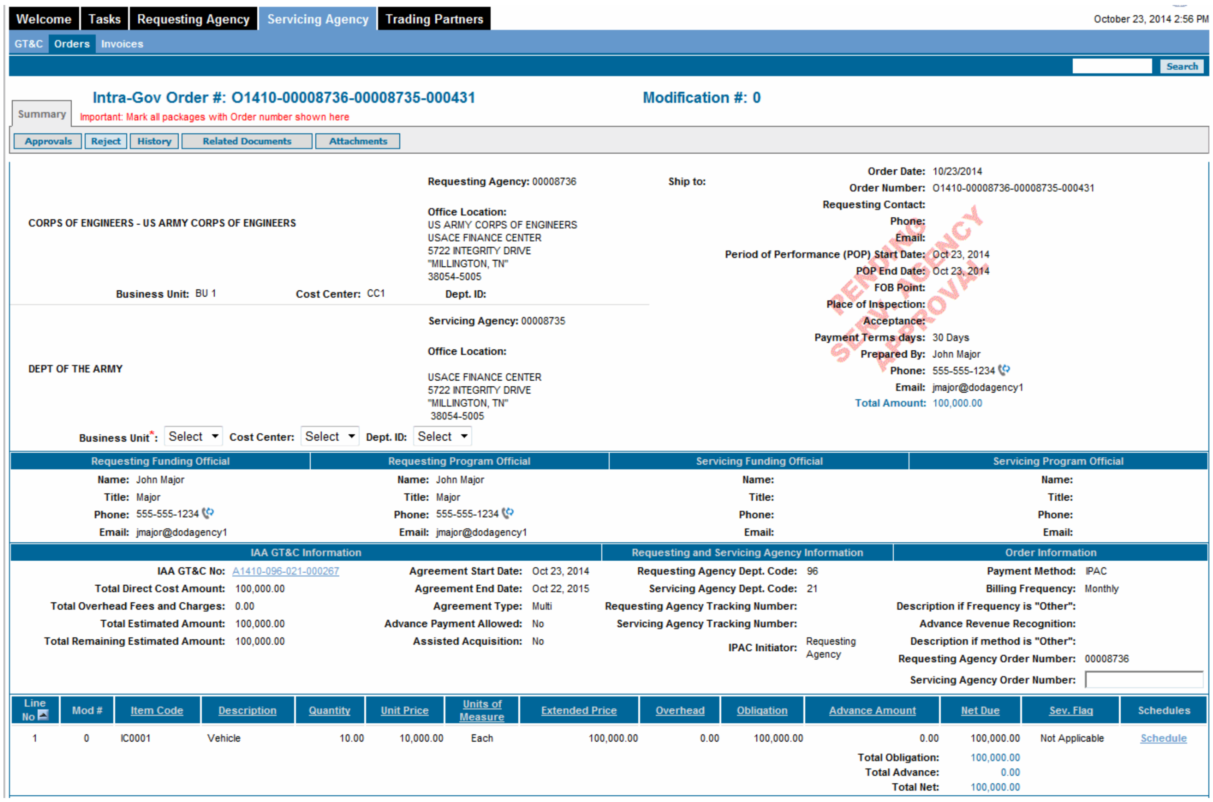
### How to Add an Attachment to an Order

1. From the **Requesting Agency** tab, click the **Orders** sub-tab.
2. Click the link in the **Order#** column to open the order.
3. At the top/bottom of the order page, click **Attachments** to open the Select New Attachments page.
4. Browse for the attachment, and then select it.
5. In **Nickname/Alias**, enter a description of the uploaded document (up to132 characters).
6. Click **Attach**. G-Invoicing adds the attachment to the order.

# Approving an Intragov Order

Both the Requesting Agency and Servicing Agency submit the order for approval. When the order has a status of “Pending Requesting Agency Approval”, the Requesting Agency accesses the Intragov Order Approvals page to approve the Requesting Agency portion of the order. The order shows as “Open” only after the Program Official and Funding Official from each agency sign the order. Once the order is in the “Open” state, the Servicing Agency can create an invoice.

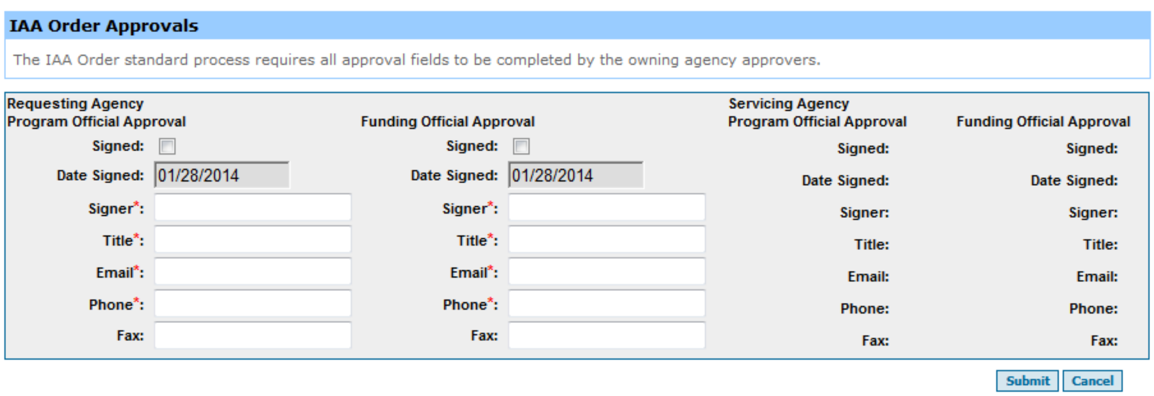
***Note:*** *If the Requesting Agency uploaded the order, the two approvals by the Requesting Agency are included in the upload file. Only the Servicing Agency must approve the order through the G-Invoicing Intragov Disburser module. The order has the status: Pending Servicing Agency Approval until the Servicing Agency approves the order.*




*Order Requiring Servicing Agency Approvals*

# How to Approve an Order as a Requesting Agency

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. The Order summary page appears.
2. Click **All** or a letter to browse for the order.
3. Click the link in the **Order #** column for an order with the status of Pending Req. (Requesting) Agency Approval. G-Invoicing opens the order.
4. Click **Approvals**. G-Invoicing displays the IAA Order Approvals page.




5. As the Requesting Agency Program Official, use the information in the table below to sign the Order:

| Field Name | Description |
|---|---|
| **Requesting Agency Program Official Approval** | |
| Signed check box | Select the Signed check box to activate the approval fields. |
| Date Signed | Date the Requesting Agency approved the order. |
| Signer (Required) | Defaults to the name of the Requesting Agency's program official from the Order. Accept or change the default. |
| Title (Required) | Enter the title of the Requesting Agency Program Official. |
| Email (Required) | Defaults to the email address of the Requesting Agency's program official from the order. Accept or change the default. |
| Phone (Required) | Defaults to the phone number of the Requesting Agency's program official from the order. Accept or change the default. |
| Fax | Enter the fax number of the Requesting Agency Program Official. |

6. Click **Submit**.

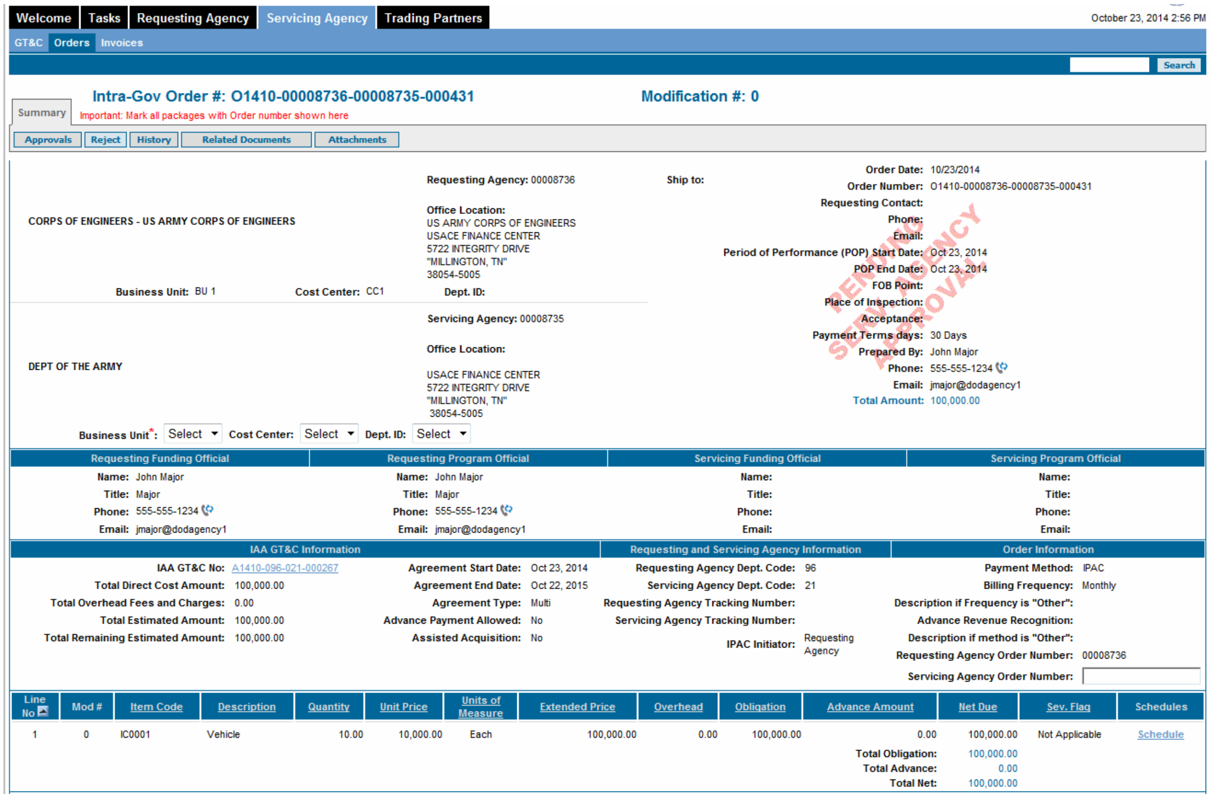
   Before G-Invoicing can notify the Servicing Agency of an order with Pending Serv. (Servicing) Agency Approval status, the Requesting Agency funding official must also sign the order.

7. As the Requesting Agency Funding Official, Click the link in the **Order #** column for an order with the status of Pending Req. (Requesting) Agency Approval to open the order.
8. Click **Approvals**. G-Invoicing displays the IAA Order Approvals page.
9. Use the information in the table below to approve the Order.

| Field Name | Description |
|---|---|
| **Requesting Agency Funding Official Approval** | |
| Signed check box | Select the checkbox to activate the approval fields. |
| Date Signed | Date when the funding official signed |
| Signer (Required) | Defaults to the name of the Requesting Agency's funding official. |
| Title (Required) | Enter the title of the Requesting Agency Funding Official. |
| Email (Required) | Defaults to the email address of the Requesting Agency's funding official. |
| Phone (Required) | Defaults to the phone number of the Requesting Agency's funding official. |
| Fax | Enter the fax number of the Funding Official. |

10. Click **Submit**.

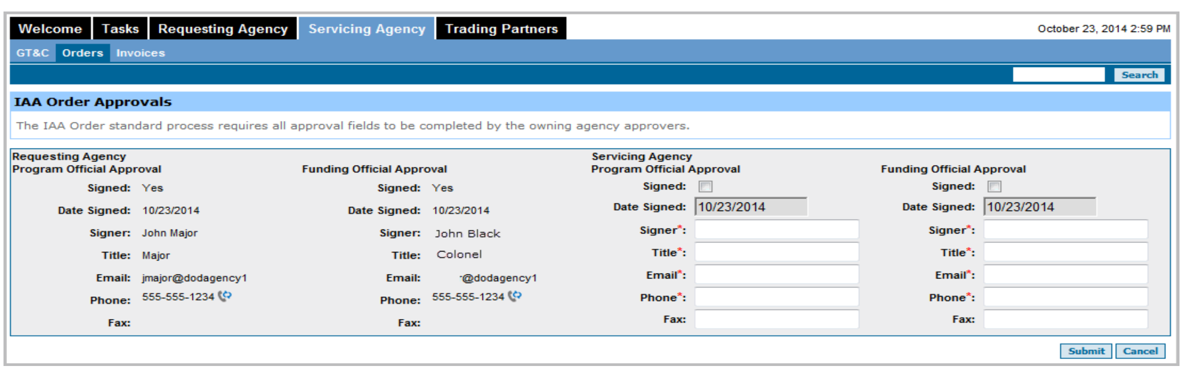
G-Invoicing sends the Intragov Order Approval Required Notification to subscribed Servicing Agency users when an order status changes to Pending Serv. (Servicing) Agency Approval. The notification notifies the Servicing Agency user that the order requires approval from both the Funding Official and Program Official.




*Order Detail Page*

# How to Approve an Order as the Servicing Agency

The Servicing Agency logs into G-Invoicing and accesses the Order to approve it. The Servicing Agency's Funding Official clicks the **Submit** button to enter the order approval.




*Order Approvals Page*

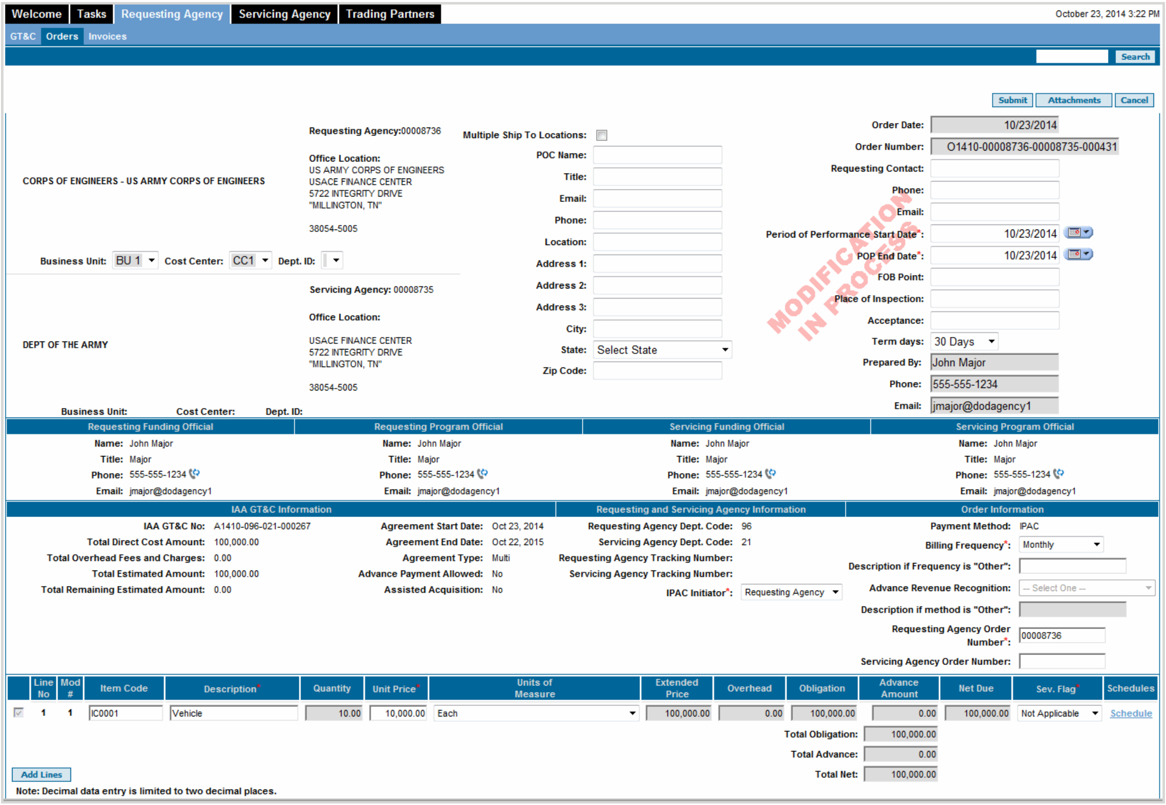
# Modifying the Order

The Requesting Agency can make changes to an Intragov Order in an Open state. After making the changes, the order requires new approvals from both the Requesting Agency and Servicing Agency. G-Invoicing sends the *Intragov Order Approval Required Notification* to the subscribed users informing them the order has changed and requires approval.

*Note: If you uploaded the order instead of manually creating the order in the Intragov Disburser module, you must upload a corrected file. As with the original file, once the Requesting Agency has uploaded the modified file, the Servicing Agency must approve it.*

## How to Make Changes to an Order

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. The Order Summary page appears.
2. Click **All** to view all the orders created by the Requesting Agency, or click a letter to limit the results.
3. Locate an order in *Open* status that you want to change and click the link in the **Order #** column. G-Invoicing displays the order details.
4. Click **Mod**. G-Invoicing displays the Modification in Process watermark.



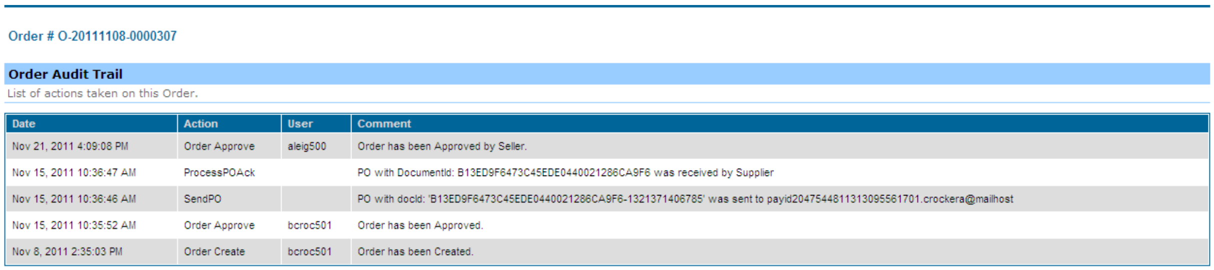
5. Make your changes. You cannot change the Order Number and Order Date.
6. Click **Submit**. The order is now in Pending Requesting Agency Approval state.
7. Do the following:
   - Open the Order and click **Approvals**.
   - From the IAA Order Approvals page, complete the **Program Official Approval** and **Funding Official Approval**.

- Click **Submit**. The order is now in Pending Servicing Agency Approval state.

# Viewing the Order Audit Trail

The Requesting Agency or Servicing Agency can access the Order Audit Trail page to view the actions taken on an order. G-Invoicing orders actions chronologically, with the newest actions displayed at the top of the page. You cannot edit the audit trail.

To access the Order Audit Trail page from the Order Details page, click the **History** button.



Order # O-20111108-0000307

Order Audit Trail

List of actions taken on this Order.

| Date | Action | User | Comment |
|---|---|---|---|
| Nov 21, 2011 4:09:08 PM | Order Approve | aleig500 | Order has been Approved by Seller. |
| Nov 15, 2011 10:36:47 AM | ProcessPOAck | | PO with DocumentId: B13ED9F6473C45EDE0440021286CA9F6 was received by Supplier |
| Nov 15, 2011 10:36:46 AM | SendPO | | PO with docId: 'B13ED9F6473C45EDE0440021286CA9F6-1321371406785' was sent to payid20475448113130955617O1.crockera@mailhost |
| Nov 15, 2011 10:35:52 AM | Order Approve | bcroc501 | Order has been Approved. |
| Nov 8, 2011 2:35:03 PM | Order Create | bcroc501 | Order has been Created. |

*Order Audit Trail Page*

The information in the table below describes the Order Audit Trail page.

| Field Name | Description |
|---|---|
| Date | Date of the action |
| Action | Type of action taken such as Order Create or Order Update |
| User | Last and first name of the user who performed the associated action<br>If G-Invoicing generated the action then G-Invoicing does not display a Disburser user's name. |
| Comment | Comments entered by the user, or generated by G-Invoicing, at the time action occurred. |

# Viewing the Order Related Documents

The Requesting Agency and Servicing Agency can access the Order Related Documents page to view documents related to their order.

To access the Order Related Documents page from the Order Details page, click the **Related Documents** button.


*Order Related Documents Page*

The information on the table below describes the Order Related Documents page.

| Field Name | Description |
|---|---|
| Order # | Order number link<br>Click the link to return to the Order details |
| Servicing Agency | Servicing Agency's name |
| Date Range | Effective from and to dates of the order |
| **General Terms and Conditions (GT&C)** | |
| GT&C # | GT&C number link. Click the link to view the GT&C |
| Agreement Start Date | Start date of the **GT**&**C** |
| Agreement End Date | End date of the **GT**&**C** |
| Status | Status of the **GT**&**C** |
| Total Estimated Amount | Total estimated amount of the **GT**&**C** |
| **Invoices** | |
| Invoice # | Invoice number as a link<br>Click to view the invoice. |

| Field Name | Description |
|---|---|
| Order # | Order number as a link<br>Click to view the order. |
| Invoice Date | Date of invoice creation |
| Due Date | Due date of the invoice, based on the value in the Payment Terms Days field on the Order |
| Status | Displays the status of the invoice:<br>• Received<br>• Exception<br>• Rejected<br>• IPAC Request Issued<br>• IPAC Rejected<br>• IPAC Completed<br>• IPAC Exception<br>• Draft<br>• Void |
| Amount | Amount of the invoice |
| Document Source | G-Invoicing defaults document source to “Original” |
| **Rejected Invoices History** (Displays invoices that were previously rejected but are no longer in that state) | |
| Invoice # | Invoice number as a link<br>Click to view the rejected invoice |
| Order # | Order number as a link<br>Click to view the order |
| Invoice Date | Date of invoice creation |
| Due Date | Due date based on the value in the Payment Terms Days field (on the Order), as it relates to the original invoice date |
| Status | Invoice status is Rejected |
| Amount | Amount of the invoice |
| Document Source | G-Invoicing defaults document source to “Original” |

# Deleting an Order as a Requesting Agency

If an order is in "Draft" status and the Requesting Agency user has the *Create, Edit, Delete, Modify Orders permission*, the Requesting Agency user can delete the order.

## How to Delete an Order

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. G-Invoicing displays the Order Summary page appears.
2. Click **All** to view all the orders created by the Requesting Agency, or click a letter to limit the results.
3. Locate the order in Draft status that you want to delete.
4. In the Action column, click **Delete**. G-Invoicing displays a confirmation message.
5. Click **OK**; otherwise, click **Cancel** if you do not want to delete the order.

# Rejecting, Reverting and Closing Orders

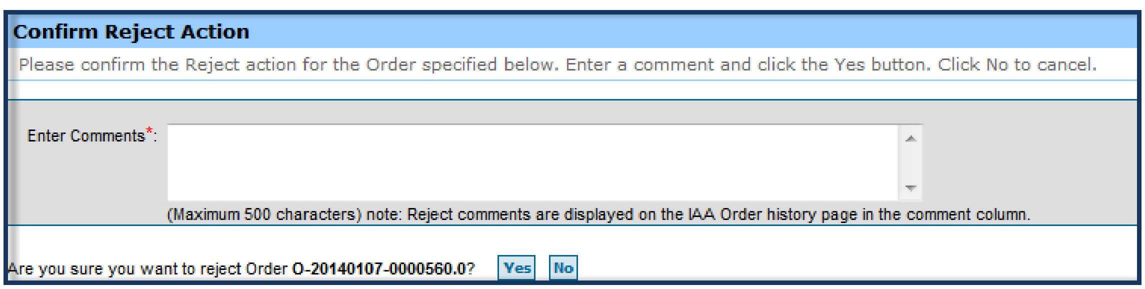
The Servicing Agency user with the *Approve, Reject, Close Orders permission* can reject, revert or close an order. The **Reject** button for an order is available to the Requesting Agency when the order has the status Pending Requesting Agency Approval.

The Requesting Agency can **Revert** a modified order to the previous version as long as the order is in Pending Requesting Agency Approval status.

The Requesting Agency can **Close** an order in Open status.

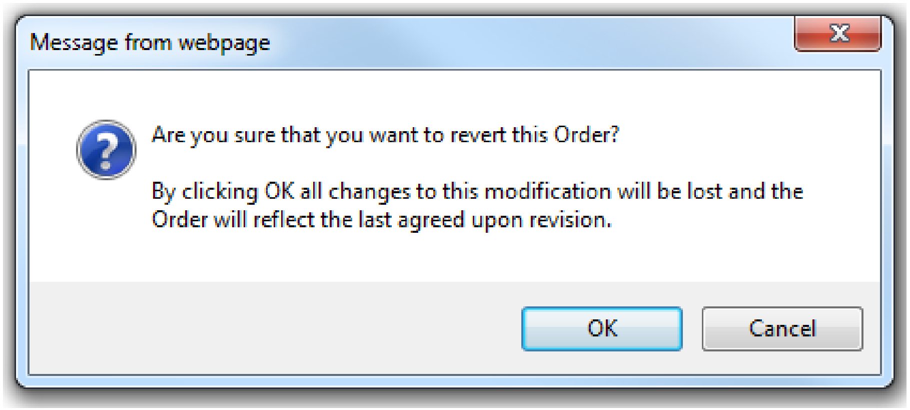
## How to Reject an Order

1. From the **Servicing Agency** tab, click the **Orders** sub-tab. G-Invoicing displays the Order Summary page appears.
2. Locate an order with the status *Pending Servicing Agency Approval* that you want to reject and click the order number link.
3. Click **Reject**. G-Invoicing displays the Confirm Reject Action page.
4. In the **Enter Comments** box, type a comment and then click **Yes**.




## How to Revert an Order

1. On the Requesting Agency tab, click **Orders**. G-Invoicing displays the Order summary page.
2. Locate an Order with a status of *Pending Requesting Agency Approval*.
3. Click the link in the **Order #** column to open the order.
4. Click **Revert** to change the Order to the state before the modification. G-Invoicing displays the Confirm Revert message.

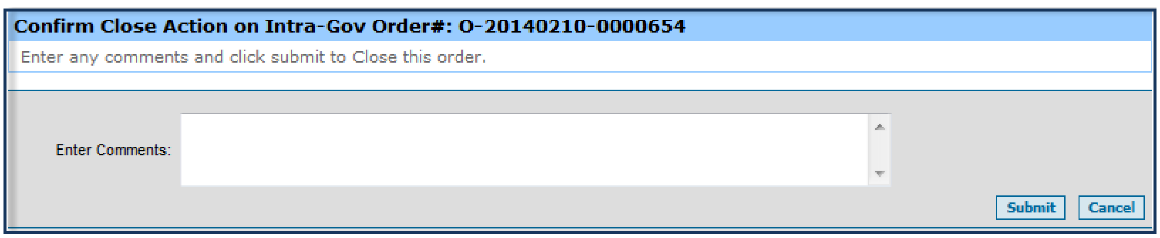



5. Click **OK** to revert the order to the last agreed upon revision.

   G-Invoicing decrements the modifications order number.

## How to Close an Order

1. From the **Requesting Agency** tab, click the **Orders** sub-tab. G-Invoicing displays the Order Summary page appears
2. Locate an order with the status *Open* that you want to close.
3. In the **Action** column, click **Close**. G-Invoicing displays the Confirm Close Action confirmation dialog.




4. In the **Enter Comments** box, type a comment.
5. Click **Submit**.

# Chapter 6 - Invoices

# Servicing Agency Invoice Procedures

An invoice is a bill for goods or services, sent to exchange funds for reimbursable activity. Most funding information, such as the TAS/BETC, is automatically populated from the approved Order onto the Invoice. The Servicing Agency user may create invoices from approved orders with an Open status, and submit the invoices to the Requesting Agency for approval. When the Servicing Agency creates an invoice, G-Invoicing notifies the appropriate Requesting Agency users who are subscribed to the 'Intragov Invoice Approval Notification 'that an invoice requires action.The Servicing Agency performs the following invoice tasks:

- Create or Upload Invoices
- Void Invoice (in draft status only)

## Uploading Invoices

The Servicing Agency can upload multiple invoices at one time using the Intragov Invoice Upload Task. Invoice upload files use an XML file format. The G-Invoicing Intragov Disburser Administrator must create an Invoice Upload Task in the Disburser Administrator module.

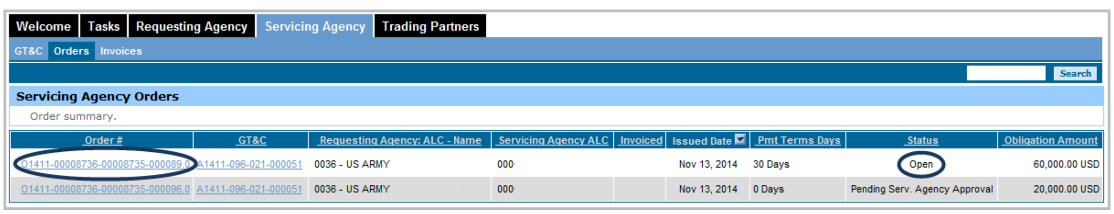
Refer to the Open IGT Invoice File Specification for requirements. File specifications are available on Knowledge Central or upon request.

## Creating Invoices

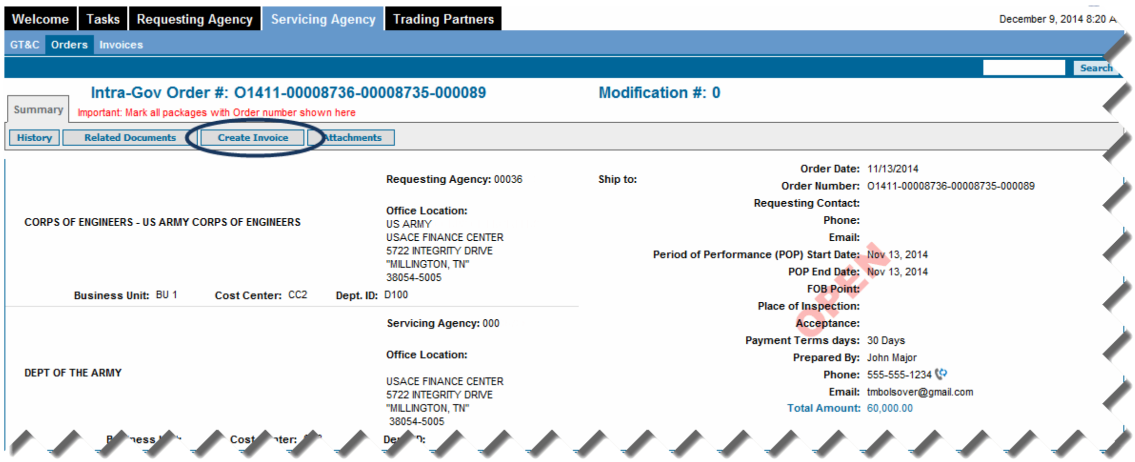
The Servicing Agency creates invoices from approved orders. Orders approved by both agencies have a status of Open.

### How to Create a New Invoice

1. From the **Servicing Agency** tab, click the **Orders** sub-tab.




2. Select an order with a status of Open and click the link in the **Order #** column. G-Invoicing displays the Order Summary page.
3. Click **Create Invoice**.




G-Invoicing displays the New invoice page.

4. Complete the information required for the New Invoice using the information in the table below.

| Field Name | Description |
|---|---|
| Invoice Number | Enter an invoice number for this order.<br><br>Maximum field length is 22 alphanumeric characters. |
| Issue Date | G-Invoicing defaults to the current date as the creation date for the invoice. Accept the default or enter a new date (mmddyyyy). Click the calendar icon to select a date. |
| Receipt Date | G-Invoicing defaults to current date as the date when G-Invoicing receives the invoice. |
| Performance Period Start Date | Enter a date (mmddyyyy) or click the calendar to select a date. The Period of Performance Start Date is the starting date the items on the order can be invoiced by the Servicing Agency.<br><br>Note: The performance dates must be within the GT&C Agreement Start and End Dates. |
| Performance Period End Date | Enter a date (mmddyyyy) or click the calendar to select a date. The Period of Performance End Date is the final date the items on the order can be invoiced by the Servicing Agency. |
| Payment Terms Days | Order Payment Terms Days |
| Payment Due Date | Due date for the payment, based on the value set in the invoice upload or one month from the issue date of the invoice |
| Servicing Business Unit, Cost Center, and Dept. ID | Business Unit, Cost Center, and Department ID from the Order |
| Order Number | Order number |
| Requestor | Requesting Agency ALC code, name, and address from the Order |

| Field Name | Description |
|---|---|
| Requesting Contact Name | Requesting Agency contact name from the Order |
| Phone | Requesting Agency phone number from the Order |
| Email | Requesting Agency email from the Order |
| FOB Terms | FOB Terms from the order from the Order |
| Prepared By | Name of the Servicing Agency user creating the invoice |
| Phone | Phone number of the Servicing Agency user creating the invoice |
| Email | Email address of the Servicing Agency user creating the invoice |
| Custom Header Fields | Enter information in up to 6 header custom header fields, as determined by the Requesting Agency presentation configuration.<br>***Note**: The Custom Fields are available if the Intragov Disburser Administrator configures and defines invoice custom fields in the Disburser Administration Module.* |
| Requesting Business Unit, Cost Center, and Dept. ID | Business Unit, Cost Center, and Department ID from the Order. |
| IAA GT&C Information / Requesting and Servicing Agency Information / IAA Order Information - G-Invoicing displays the information from the GT&C and the Order | |
| Servicing Agency Order Number | Enter a unique value assigned to each order by the Servicing Agency, which usually corresponds to an order number from the agency's accounting system.<br>Maximum length is 15 alphanumeric characters. |
| **Invoice Line Item Information** | |
| Invoice Line # | Invoice line number from the order |
| Order Line # | Line number of the order associated with the invoice line |
| Order Sch. # | Order schedule number associated with the invoice line |
| Item Code | Identifier from the order that the Servicing Agency assigns to an item for purchase |
| Description | Description of the item code from the order |
| Servicing Agency Additional Information | Enter the Servicing Agency's Accounting Classification Reference Number (ACRN), which comprises first of the ten elements in a line of accounting. |
| Service Date From | The Servicing Agency enters the date that services start in the From field. The Service Date is the period during which the order can be invoiced. |

| Field Name | Description |
|---|---|
| Service Date To | The Servicing Agency enters the date that services end in the To field. The Service Date is the period during which the order can be invoiced. |
| QTY | Line item quantity available on the order<br>Accept or change the value.<br>***Note**: Depending on the quantity tolerances established by the Requesting Agency Disburser Administrator, this value may not be changed.* |
| Unit Price | Unit price from the order<br>Accept or change the value. If this is a Dollar Only Order, G-Invoicing defaults the value to $1.00. A Dollar Only order is a service contract for a dollar amount, without regard for quantity or unit price. You cannot change the unit price for a Dollar Only order.<br>***Note**: Depending on the unit price tolerances established by the Requesting Agency Disburser Administrator, this value may not be changed.* |
| U.O.M. | Unit of measure for the item from the order |
| Extended Price | Value of the unit price times the quantity |
| Overhead | Amount of overhead less amount already invoiced, if any |
| Obligation | Amount obligated for each invoice line |
| Advanced Amount | Any amount advanced before invoice creation, less any amount already adjusted |
| Net Due | Net due on the invoice |
| Custom Line Fields | Enter information into custom line fields, if necessary.<br>***Note**: The Custom Fields are available if the Requesting Agency Disburser Administrator configures and defines invoice custom fields in the Disburser Administration Module.* |
| Total Obligation | Total cost, inclusive of any advance amount received at order creation (See Total Net) |
| Total Advance Amount Applied | Advance paid and applied to the invoice |
| Total Net | Total amount owed. Does not include any advance amounts paid. (See Total Obligation) |
| Comments | Enter comments about the invoice. |

5. Click **Submit**. The Invoices page displays a list of invoices. The new invoice has a status of Initial.
6. Click the **View** link in the **Action** column to open the invoice. The invoice has a status of Received.

## Creating Advance Payment Invoices

When the GT&C states Advance Payment are allowable, G-Invoicing creates an Advance Payment line on the order. When all Requesting and Servicing Agency officials approve the order, G-Invoicing automatically sends the Advance Payment invoice to the Servicing Agency. The invoice has an G-Invoicing-generated invoice number. Separate TAS/BETC entries are required for the Advance Payment line item in the schedule.

Advance Payment on the schedule cannot exceed the obligation amount on the line. (Obligation= Extended Price + Overhead). See the topic *How to Add an Advance Payment* on page 70 for more information.

| Invoice # | Invoice Date | Order # | GT&C # |
|---|---|---|---|
| INV_422 | Dec 22, 2011 | O-20111221-0000422.1 | GTC-20111221-0000291 |
| IG_ADV_O-20111221-0000422 | Dec 21, 2011 | O-20111221-0000422.0 | GTC-20111221-0000291 |
| INV_399 | Dec 16, 2011 | O-20111216-0000399.0 | GTC-20111207-0000272 |

## Voiding Invoices

The Servicing Agency can void an invoice as long as it is still in draft status and not yet submitted. The invoice can also be voided by the Servicing Agency if the Requesting Agency rejects the invoice.

### How to Void Invoices

1. From the **Servicing Agency** tab, click the **Invoices** sub-tab.
2. Select an invoice with a status of **Draft** and click the number in the **Order** # column. G-Invoicing displays the Order Summary page.
3. Click **Void**. G-Invoicing displays a confirmation message.
4. Click **OK** to void the invoice.
5. To verify the invoice void, complete the following:
    - From the Servicing Agency Invoices page, view the status in the Status column. Status is Voided.
    - Click the **View** link to open the Invoice. The invoice watermark is Voided.
    - Click **History** from the Invoice page. G-Invoicing displays an audit trail and shows the Action as Invoice Voided. To return to the Invoice page, click the invoice number link.

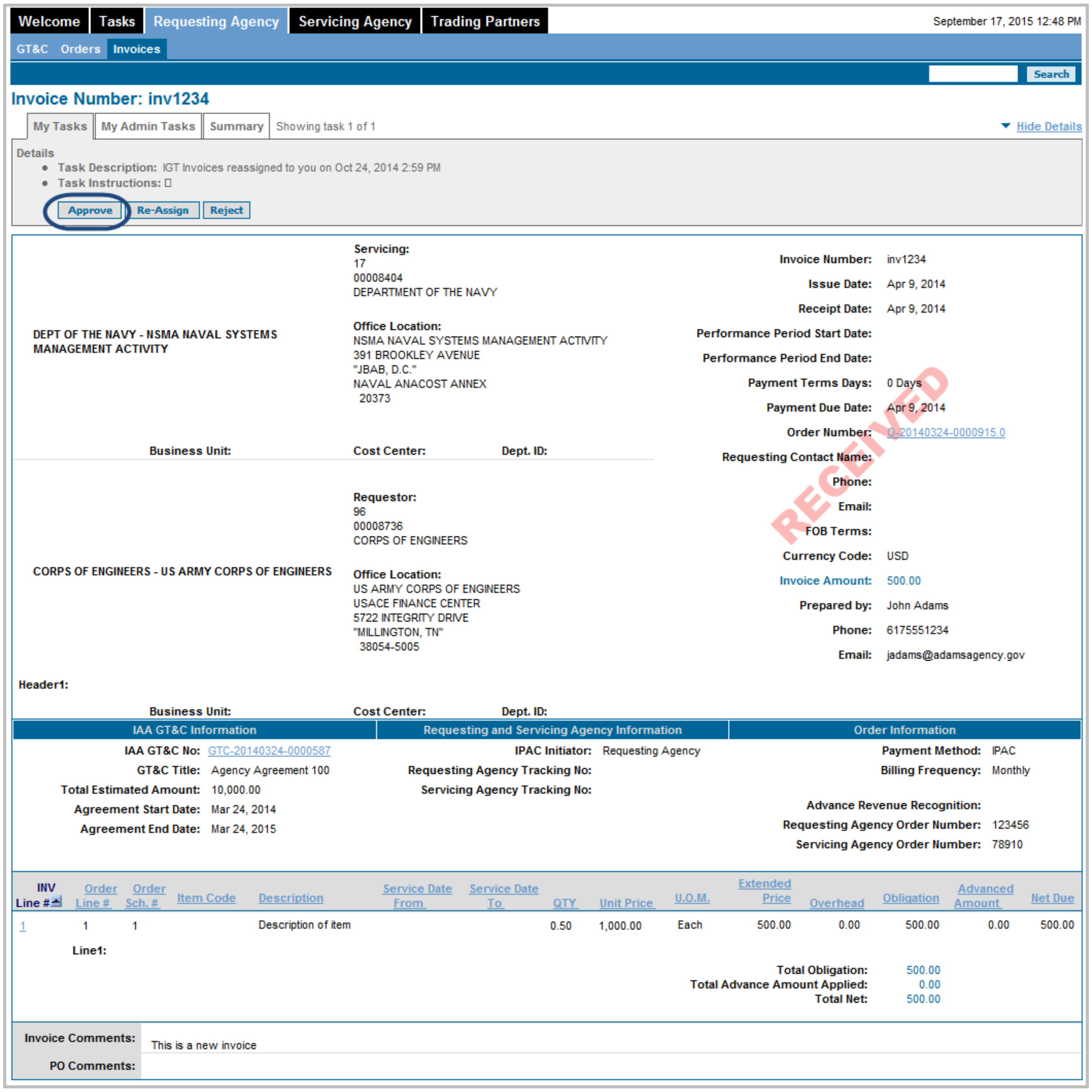
# Requesting Agency Invoice Procedures

If the Requesting Agency is not using workflow, upon receipt of the invoice, it is ready for posting to IPAC.

If the Requesting Agency is using workflow, upon receipt of the invoice, the Requesting Agency user performs any of the following invoice tasks:

- **Approve** - Invoices passes all Requesting Agency user validations
- **Re-assign** - A requesting Agency user re-assigns the invoice to another Requesting Agency user for approval.
- **Reject** - Invoices does not pass all Requesting Agency user validations and requires modification by the Servicing Agency

G-Invoicing assigns the default Intragov Invoice Activity notification to Requesting Agency users utilizing Workflow. G-Invoicing sends this notification to Requesting Agency Disburser users when an invoice assigned through Workflow is available for approval.

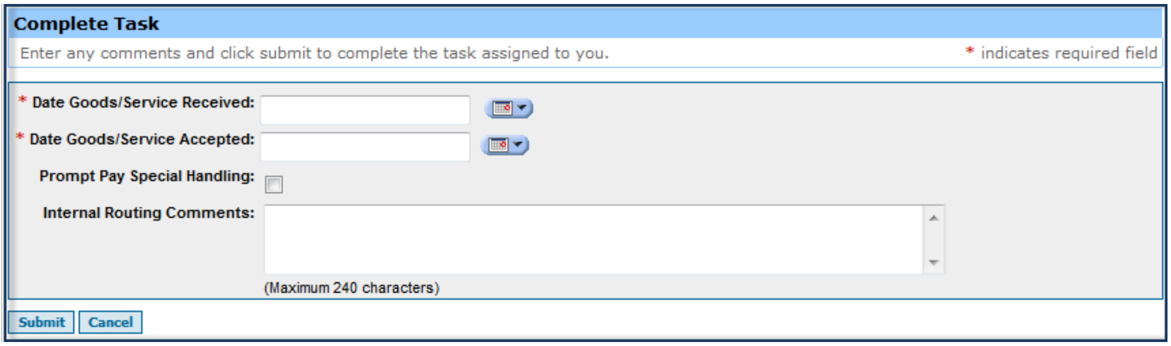



*Invoice Details - Approve*

## How to Approve an Invoice

***Note**: If the Requesting Agency user is also a Disburser Administrator with Administrative permissions, the Requesting Agency user can perform actions on behalf of another user.*

1. From the **Requesting Agency** tab, click the **Invoices** sub-tab.
2. Click the **Invoice #** link for an invoice with the status **In routing**. G-Invoicing displays the invoice details with the watermark *Received*.
3. From the My Tasks invoice detail sub-tab, click **Approve**. The Complete Task page appears.
4. Click the calendar icon to enter the Received and Accepted dates and then complete the remaining fields on the Complete Task page.

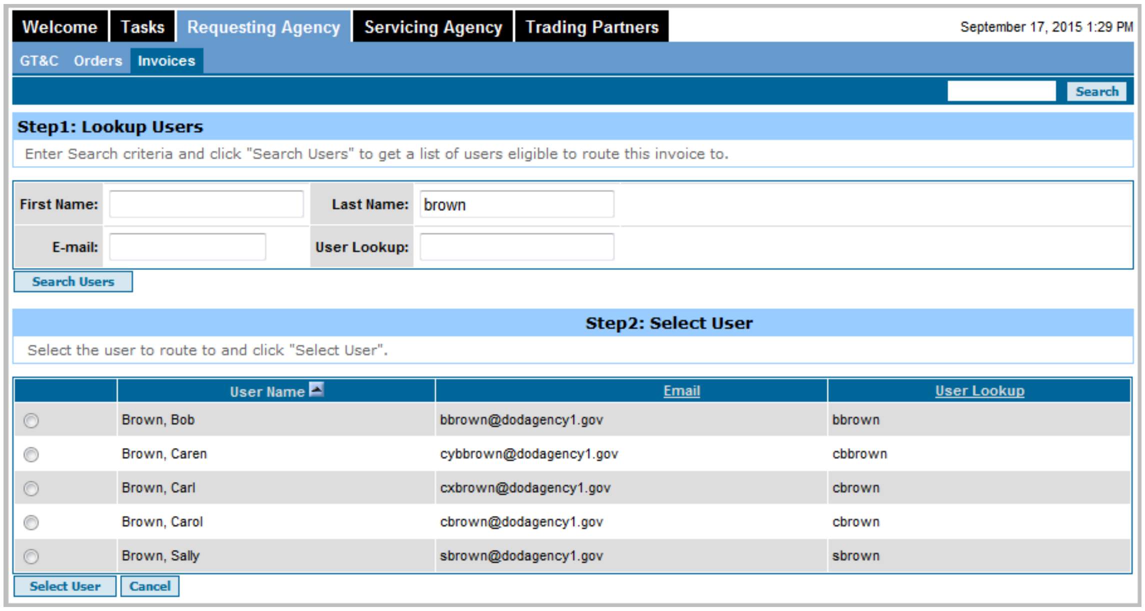



5. Click **Submit** to approve the invoice.
6. Once approved, G-Invoicing automatically creates and submits an IPAC bulk file. The invoice Routing Status changes to Routing Complete.

## How to Re-Assign an Invoice

***Note**: If the Requesting Agency user is also a Disburser Administrator with Administrative permissions, the Requesting Agency user can perform actions on behalf of another user.*

1. From the **Requesting Agency** tab, click the **Invoices** sub-tab.
2. Click the **Invoice #** link for an invoice with the status **In routing**. G-Invoicing displays the invoice details with the watermark *Received*.
3. From the My Tasks invoice detail sub-tab, click **Re-Assign**. The Step1: Lookup Users page appears.
4. Enter search criteria and then click **Search Users** to locate a user.

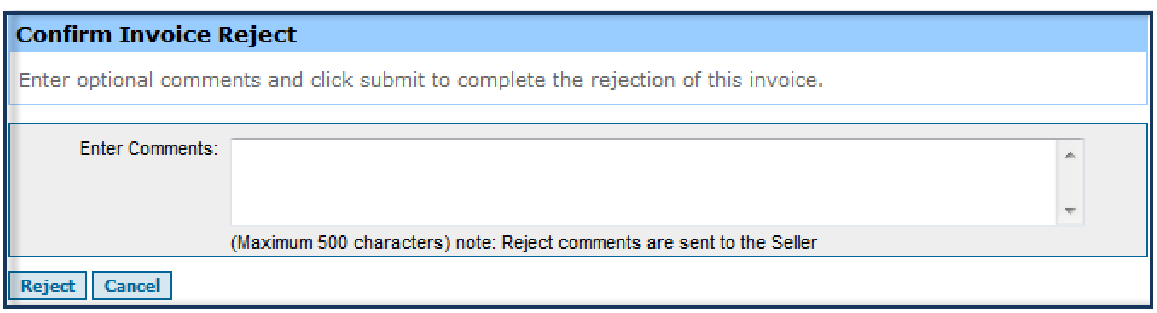



5. Select the user from the list and click **Select User**. G-Invoicing displays the Confirm Re-Assign Invoice page.
6. In the **Internal Comments** box, type the reason for the reassignment.
7. Click **Reassign**.

# How to Reject an Invoice

***Note****: If the Requesting Agency user is also a Disburser Administrator with Administrative permissions, the Requesting Agency user can perform actions on behalf of another user.*

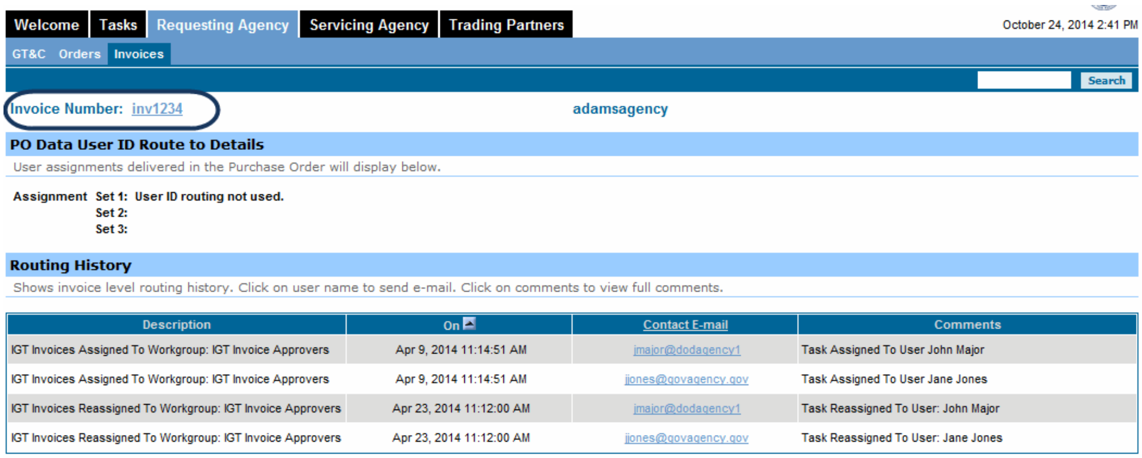
1. From the **Requesting Agency** tab, click the **Invoices** sub-tab.
2. Click the **Invoice #** link for an invoice with the status **In routing**. G-Invoicing displays the invoice details with the watermark *Received*.
3. From the My Tasks invoice detail sub-tab, click **Reject**. The Confirm Invoice Reject page appears.
4. In the **Enter Comments** box, type a comment about the rejection of the invoice.
5. Click **Reject**.




The Invoice Audit Trail displays the "Invoice Rejected" comment. See the topic *How to View the Invoice Audit Trail* on page 104.

### How to View Routing Details

1. From the **Requesting Agency** tab, click the **Invoices** sub-tab.
2. Locate an invoice and click an invoice number in the Invoice # column. G-Invoicing displays the Invoice Detail page.
3. Click the **Summary** Workflow sub-tab at the top of the invoice.
4. Click **Routing Details**. G-Invoicing displays the Routing History page.

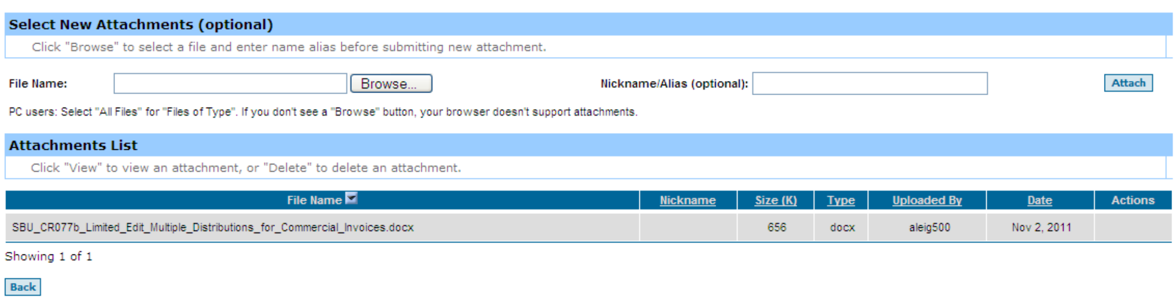



5. To return to the Invoice Details page from the Routing History page, click the **Invoice Number** link.

# Adding and Removing Attachments

The maximum number of attachments for each Invoice is 25, while the size limit is 10 MB per file. Disburser Administrators can configure additional attachment rules., such as file type and file size.

Requesting agencies can only add or remove attachments for invoices in a Received state. If the invoice has been approved or sent to IPAC, the Requesting Agency cannot add an attachment.




*Select New Attachments Page*

### How to Attach a File to an Invoice

1. For Requesting Agencies*:* Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies*:* Click the **Invoices** sub-tab.
2. From the **Change Date Range** list, select a date range. G-Invoicing displays all associated invoices and retains your entered search criteria for the duration of the session.

3. From the **Invoice #** column, click the invoice number. G-Invoicing displays the Invoice Details page.
4. Click **Add Attachment**. G-Invoicing displays the select New Attachments page.
5. In the **File Name** field, enter the name of the file along with the file path, or click **Browse** to search for the file.
6. In the **Nickname/Alias** field, enter a description of the file.
7. Click **Attach**.

### How to Remove an Invoice Attachment

1. For Requesting Agencies: Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies: Click the **Invoices** sub-tab.

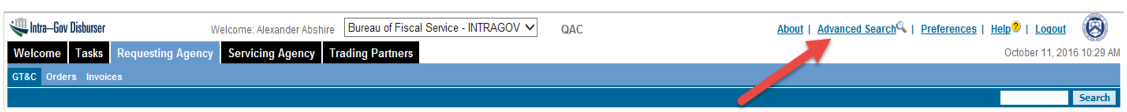
   From the **Change Date Range** list, select a date range. G-Invoicing displays all associated invoices and retains your entered search criteria for the duration of the session.
2. In the **Invoice #** column, click the invoice whose attachment you want to remove. G-Invoicing displays the Invoice Details page.
3. Do one of the following:
   - Requesting Agency: If you are using Workflow, click the **Summary** tab and then click **View Current Attachments**.
   - Servicing Agency: Click **Attachments**.

   G-Invoicing displays the Select New Attachment page.
4. In the Attachment Lists area from the Actions column, click the **Delete** link in the row of the attachment you want to delete.

# Searching for Invoices

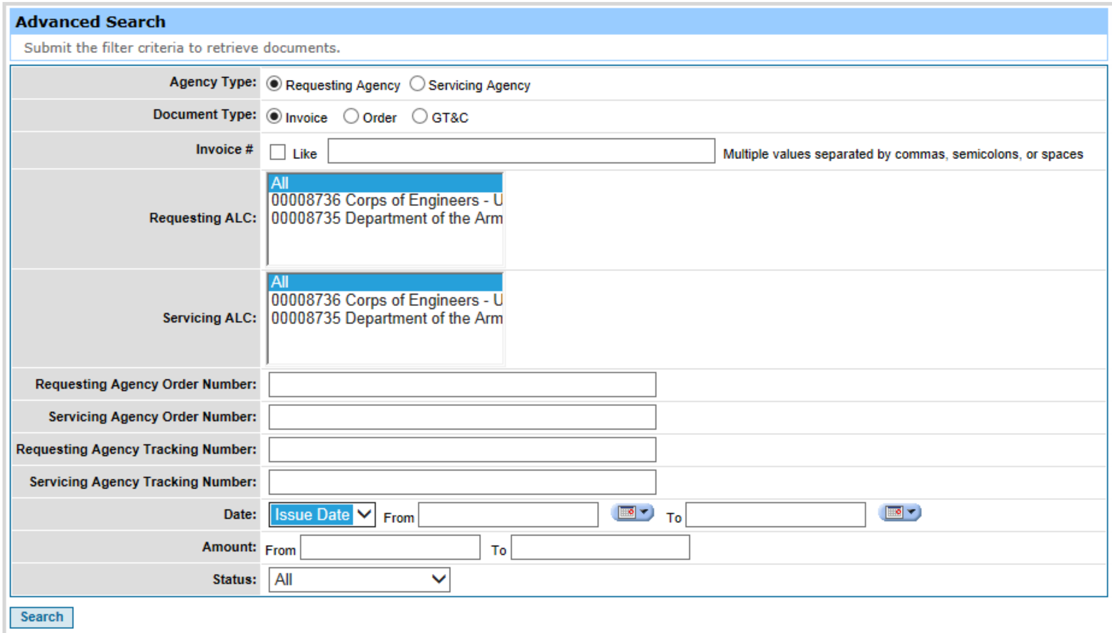
Use Advanced Search to find invoices, as either the Requesting Agency or Servicing Agency. To perform an Advanced Search on invoices, a disburser must have Requesting Agency or Servicing Agency invoice permissions.

Once you have generated the results, you can download the search results to a spreadsheet program.




### How to Search for Invoices

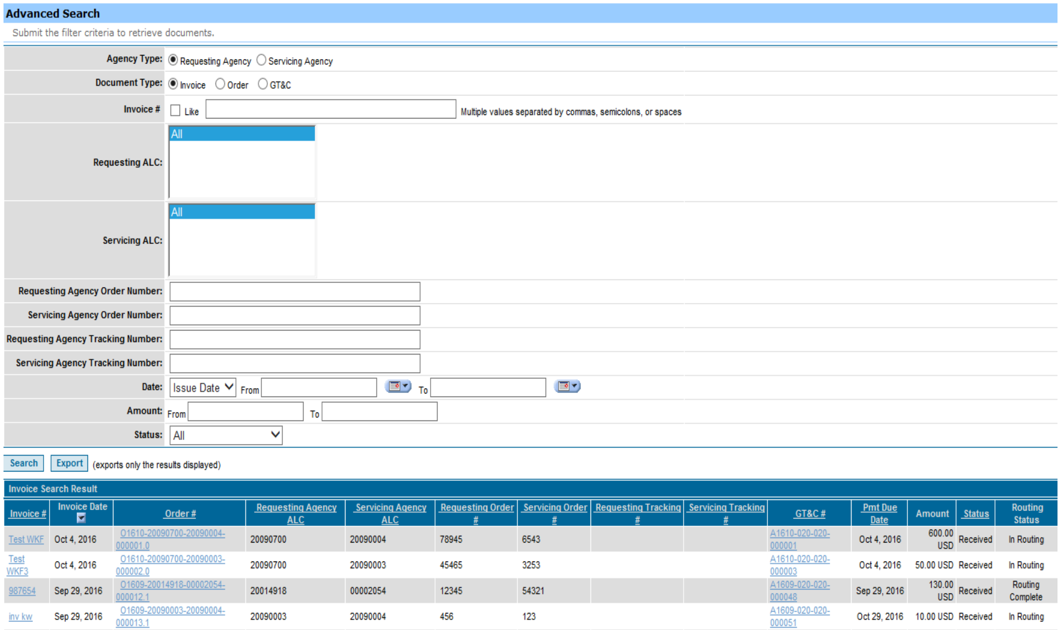
1. From the G-Invoicing banner, click **Advanced Search**. The Advanced Search page appears.




2. Complete as follows:

- **Agency Type** – Select Requesting Agency or Servicing Agency.
- **Document Type** – Select **Invoice**.
- **Invoice # -** Leave blank to return all invoices or enter all or part of the G-Invoicing invoice number.
- **Requesting ALC** – Select All or a specific ALC.
- **Servicing ALC -** Select All or a specific ALC.
- **Requesting Agency Order Number** – Enter the order number entered by the Requesting Agency.
- **Servicing Agency Order Number -** Enter the order number entered by the Servicing Agency.
- **Requesting Agency Tracking Number** – Enter the tracking number entered on the GT&C.
- **Servicing Agency Tracking Number -** Enter the tracking number entered on the GT&C.
- **Issue Date** – Enter a date range, by either Issue Date, Due Date, or All.
- **Amount** – Enter an amount range.
- **Status**: Select from the following:
  - All
  - Exception
  - IPAC Rejected
  - IPAC Request Issued
  - Paid
  - Received
  - Rejected

3. Click **Search**. G-Invoicing displays the search results.




4. Click **Export** to download the results to a spreadsheet.

   The spreadsheet program contains additional columns, including order and invoice columns associated with the GT&C, as well as PK numbers. The PK fields are internal sequence numbers, which make rows in a database unique.

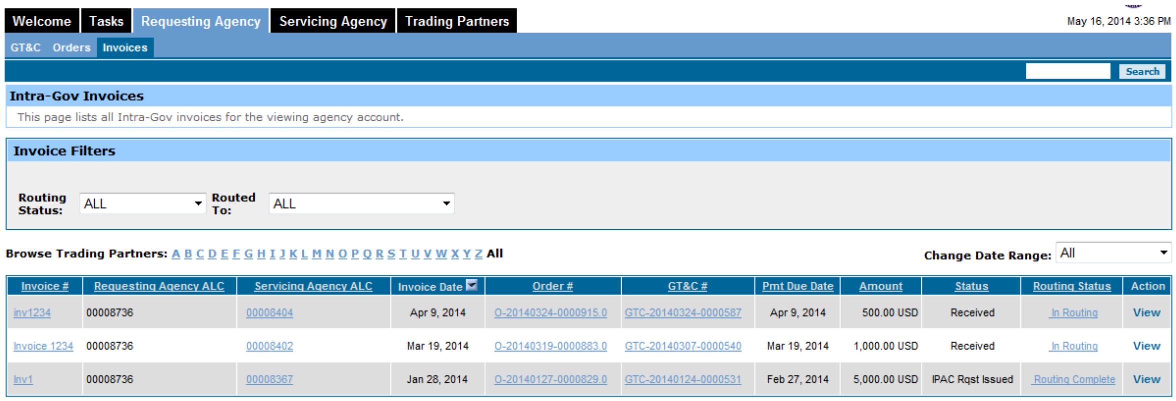
# Viewing the Invoice Detail

The Invoice Summary page displays a list of invoices created by the Servicing Agency. You can use the Search feature to limit the results by date range.

To access the Invoice Line Detail page from the Invoices page, click the ***INV Line #*** link at the bottom of the invoice. From the Invoice Line Detail page, the Servicing Agency can view the details of each line of the invoice.

You can view any documents related to an invoice, such as the GT&C, orders, and history from the Invoice Related Documents page

Access the Invoice Audit Trail page to view the actions taken on an invoice. G-Invoicing orders actions chronologically, with the newest actions displayed at the top of the page. The audit trail is not editable.




*Intragov Invoices Page after Search*

## How to View the Invoice Summary Detail

1. For Requesting Agencies*:* Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies: Click the **Invoices** sub-tab.
   G-Invoicing displays the invoice list page.
2. From **Change Date Range**, select one of the following to refresh the page: **Past one month**, **Past 3 months**, **Past 6 months**, **All**.
3. To limit the view by routing status, user, date range, or invoice do any of the following:
   - From the Routing Status box, select **Routing Complete**, **In Routing**, **All**.
   - From the **Routed To** box, select **All** or select the name of a user.
   - In the **Change Date Range** box, select a date range.
   - From **Browse Trading Partners**, click **All** or the start letter for the Servicing Agency.

   G-Invoicing refreshes the page with your filter choices and retains your entered search criteria for the duration of the session.
4. Use the information in the table below to access and view invoices, orders, or GT&Cs (click the column header to sort the columns).

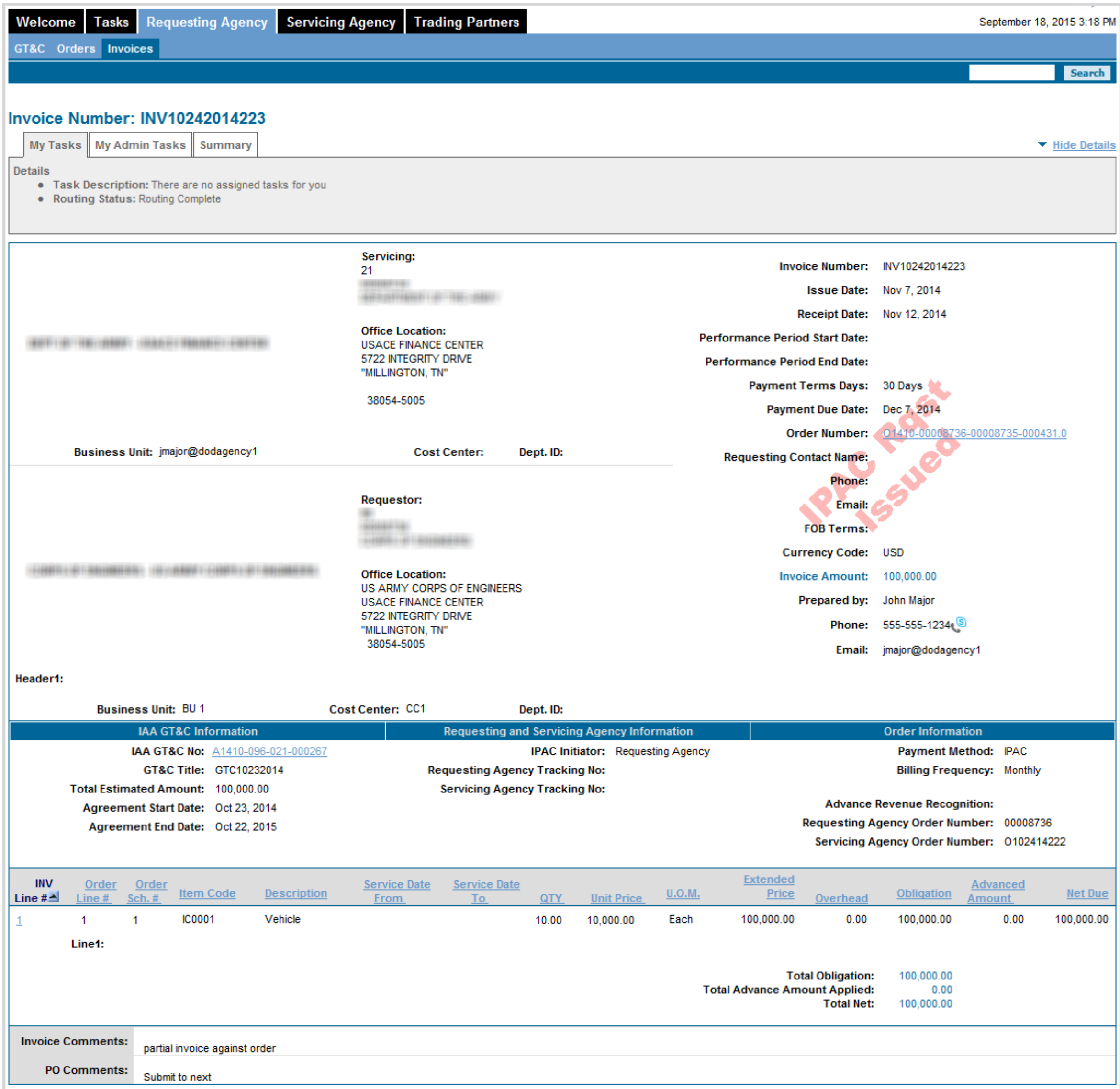
| Field Name | Description |
|---|---|
| Requesting Agency ALC | Agency Location Code (**ALC**) of the Requesting Agency |
| Servicing Agency ALC | Agency Location Code (ALC) for the Servicing Agency |
| Invoice # | Invoice number link. Clink to view the invoice |
| Invoice Date | Invoice creation date if entered manually, or the date supplied in the invoice upload file. |
| Order # | Order number as a link<br>Click to view the order |
| GT&C # | General Terms and Conditions (GT&C) number associated with the invoice as a link. Click to view the GT&C. |

| Field Name | Description |
| --- | --- |
| Pmt Due Date | Due date for the payment, based on the value set in the invoice upload file or one month from the issue date of the invoice. |
| Amount | Total amount of the invoice |
| Status | Status of the invoice:<br>• Initial – Status before invoice reaches Requesting Agency.<br>• Draft – Draft invoice, not submitted<br>• Voided – Invoice previously in Draft status considered not valid by the Servicing Agency.<br>• Exception – Review the invoice audit log for details.<br>• Received – Invoice transmitted to the Requesting Agency<br>• Rejected –Requesting Agency determined invoice was incorrect.<br>• IPAC Rqst Issued – Invoice sent to IPAC for settlement.<br>• IPAC Rejected – Invoice rejected by IPAC. |

## How to View the Invoice Detail

1. For Requesting Agencies*:* Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies: Click the **Invoices** sub-tab.
   G-Invoicing displays the invoice summary list page.
2. From **Change Date Range**, select one of the following to refresh the page: **Past one month**, **Past 3 months**, **Past 6 months**, **All**.
3. To limit the view by routing status, user, date range, or invoice, do any of the following:
   - From the Routing Status box, select Routing Complete, In Routing, All.
   - From the **Routed To** box, select **All** or select the name of a user.
   - In the **Change Date Range** box, select a range.
   - From **Browse Trading Partners**, click **All** or the start letter for the Servicing Agency.

   G-Invoicing refreshes the page with your filter choices and retains your entered search criteria for the duration of the session.
4. Click the invoice # link in the **Invoice #** column or click the **View** link in the Action column.




The information in the following table describes the Invoice Detail page.

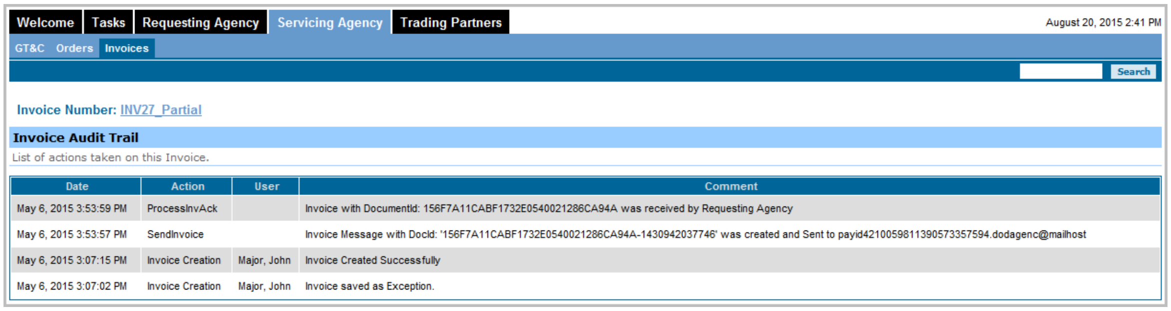
| Field Name | Description |
|---|---|
| Status | Status of the invoice:<br>• Received – Invoice transmitted to Requesting Agency by G-Invoicing.<br>• IPAC Rqst Issued – Request sent to IPAC for settlement.<br>• Exception – Indicates an G-Invoicing has found an exception. Review the invoice audit log for details. See the topic How to View the Invoice Audit Log on page 104. The Requesting Agency can send an invoice status update file to reset this value.<br>• Rejected – Invoices successfully submitted to the agency, but the Requesting Agency has decided not to pay the amount on the invoice. |
| Routing Status | Indicates where the invoice is located:<br>• In Routing – The invoice remains in the Workflow process until the invoice obtains all levels of approval.<br>• Routing Complete – The final approval action has occurred in the Workflow process and the invoice passes to IPAC.<br>*Note: Applies Requesting Agency only with Workflow enabled.* |
| Post Status | Indicates if the invoice posted to the Requesting Agency's ERP system:<br>• Posted – The invoice successfully posted to the Requesting Agency's ERP system.<br>• Not Posted – The invoice has not posted to the Requesting Agency's ERP system. |
| Source | Source of the invoice:<br>• Requesting Agency Entered (Advances only)<br>• Servicing Agency Entered |

## How to View the Invoice Related Documents

1. For Requesting Agencies: Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies: Click the **Invoices** sub-tab.
2. From the **Change Date Range** list, select a date range. G-Invoicing displays all associated invoices. G-Invoicing retains your entered search criteria for the duration of the session.
3. In the **Invoice #** column, click the link for the invoice you want to view. G-Invoicing displays the Invoice Detail page.
4. For Requesting Agencies: Click the **Summary** tab at the top of the invoice.
5. Click **Related Documents**.  G-Invoicing displays the Invoice Related Documents page.

# How to View the Invoice Audit Trail

1. For Requesting Agencies: Click the **Invoices** sub-tab, and then, from Browse Trading Partners, click a letter or click **All**.
   For Servicing Agencies*:* Click the **Invoices** sub-tab.
2. From the **Change Date Range** list, select a date range. G-Invoicing displays all associated invoices. G-Invoicing retains your entered search criteria for the duration of the session.
3. In the **Invoice #** column, click the link for the invoice you want to view. G-Invoicing opens the invoice page.
4. For Requesting Agencies: Click the **Summary** tab at the top of the invoice.
5. Click **History**. G-Invoicing displays the Invoice Audit Trail page.




6. To return to the Invoice details, click the **Invoice Number** link.

# Chapter 7 - IPAC Settlements

# About IPAC

When the Servicing Agency completes the invoice, G-Invoicing sends the invoice to the Requesting Agency. If Workflow is disabled, the invoice is in a received state and is ready for processing through the IPAC System. If the Requesting Agency has Workflow enabled, the invoice goes through the approval process before processing through IPAC.

Invoice bulk files transfer to IPAC for processing using a G-Invoicing integration task in the Intragov Disburser Administration module. The G-Invoicing IPAC Extract Integration Task determines how and when G-Invoicing sends the invoice bulk file to IPAC. Once IPAC processes the request, IPAC sends a file to G-Invoicing confirming either the transaction settlement or any transaction errors.

IPAC sends a confirmation file to G-Invoicing to acknowledge the receipt of G-Invoicing data, and to explain what transactions were processed, what transacations failed payment, and any details of why transactions failed. G-Invoicing will correspondingly update each invoice status as ‘Paid’ or ‘IPAC Rejected.’ At any time, the Intragov Disburser Administrator may view the Integration Log file to verify that the task was completed.

G-Invoicing processes the confirmation file and posts the IPAC status (PAID or IPAC REJECTED) to the associated invoice, where it is visible to both Requesting Agency and Servicing Agency. Invoices may fail IPAC payment for a variety of reasons, which might include: Problems with agency setup in the Disburser Module, inadequate funding available, issues with the request file, or issues with the TAS/BETC status. The error message will provide more detailed explanations.

Disburser Administrators can perform a query to view the status of the IPAC Extract task. The log file shows any of the following statuses:

- All
- File Success
- Record Exceptions
- File/Record Failures

If exceptions occur in an IPAC Request record for your Servicing ALC account, G-Invoicing sends an IPAC exception notification to subscribed Disburser users.

Servicing Agency users can edit and resubmit the invoice for IPAC processing. However, if the exception is within IPAC and not G-Invoicing, editing the invoice may not resolve the issue. Users should confirm the TAS/BETC were valid in the Shared Accounting Module (SAM) during the payment date, and confirm the Accounting Period and other details on the Invoice.